

Department of Public Instruction  
Open Enrollment Workshops

Using the Open Enrollment  
Application Log (OPAL) to  
Manage Applications and  
Track Students

December 2013

# OPAL Is:

- An online application system
- An online application management system
- An online student tracking system
- An online communication system for districts
- An online historical data storage system

# Online Application

- On the Open Enrollment website
- Up at midnight on February 3
- Down at exactly 4:00 pm on April 30

# Features of Online Application

- Parents can:
  - ▣ Apply for all children in a single session.
  - ▣ Apply to up to three school districts for each child in a single session
  - ▣ Request transportation reimbursement
  - ▣ Apply to a virtual charter school
  - ▣ Begin application and finish later (before the deadline)
  - ▣ Edit application (before the deadline)

# Signing Into OPAL





OPAL

[Logout](#)  
[Contact DPI](#)

## Open Enrollment Application Log (OPAL)

Welcome to the Online Application System for Open Enrollment!  
Please enter your credentials below to log into the OPAL system.

ID:

Password:

When you are finished, please click the Logout link to the left  
to finish your session and ensure the confidentiality of the data.

OPAL web site:

<https://apps4.dpi.wi.gov/OpenEnroll>

Link to OPAL can also be found on the open enrollment web page.



OPAL

[Logout](#)  
[Contact DPI](#)

Mailbox

[Mailbox](#)

Students

[Actively Open Enrolled Students](#)  
[and Friday in Sept](#)  
[Special Education](#)  
[and Friday in Jan](#)  
[Virtual Schools](#)  
[Returning Students](#)

Exceptions

[Exception Apps](#)  
[Approve or Deny](#)  
[Enrollment](#)  
[Counted by Res](#)  
[Data Entry](#)

Applications

[Applications](#)  
[Approve or Deny](#)  
[Letters](#)  
[School Assignments](#)  
[Went to Attend](#)  
[Data Entry](#)

Contacts

**Mailbox**  
Summary

Students

Exceptions

Applications

Contacts

Summary	Action Needed	Pending	Approval History
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**Transfers In**

- 0 [New Data Change Requests](#)
- 0 [Students with Pending Data Change Requests](#)

**Responses to Your Requests**

- 17 [Approved Student Data Change Requests](#)
- 1 [Rejected Student Data Change Requests](#)

**Your Responses to Others**

- 1 [Approved Student Data Change Requests](#)
- 0 [Rejected Student Data Change Requests](#)

**Transfers Out**

- 0 [New Data Change Requests](#)
- 0 [Students with Pending Data Change Requests](#)

**Responses to Your Requests**

- 9 [Approved Student Data Change Requests](#)
- 0 [Rejected Student Data Change Requests](#)

**Your Responses to Others**

- 1 [Approved Student Data Change Requests](#)
- 0 [Rejected Student Data Change Requests](#)

OPAL opens into the Mailbox tab.

# The Contacts Tab

The OPAL Contact is the person who receives OPAL-generated emails.

All OPAL communication features require up-to-date OPAL Contact information.



**OPAL**

[Logout](#)  
[Contact DPI](#)

**Mailbox**

[Mailbox](#)

**Students**

[Actively Open Enrolled](#)  
[All Students](#)  
[3rd Friday in Sept](#)  
[Special Education](#)  
[2nd Friday in Jan](#)  
[Virtual Schools](#)  
[Returning Students](#)

**Exceptions**

[All Exception Apps](#)  
[Approve or Deny](#)  
[Enrollment](#)  
[Counted by Res](#)  
[Data Entry](#)

**Applications**

[All Applications](#)  
[Approve or Deny](#)  
[Letters](#)  
[School Assignments](#)  
[Intent to Attend](#)  
[Data Entry](#)

<b>Mailbox</b>	<b>Students</b>	<b>Exceptions</b>	<b>Applications</b>	<b>Contacts</b>	
Summary		Action Needed		Pending	Approval History

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[Logout](#)  
[Contact DPI](#)

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**Students**

[Actively Open Enrolled](#)  
[All Students](#)  
[3rd Friday in Sept](#)  
[Special Education](#)  
[2nd Friday in Jan](#)  
[Virtual Schools](#)  
[Returning Students](#)

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[All Exception Apps](#)  
[Approve or Deny](#)  
[Enrollment](#)  
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[Data Entry](#)

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[All Applications](#)  
[Approve or Deny](#)  
[Letters](#)  
[School Assignments](#)  
[Intent to Attend](#)  
[Data Entry](#)

- Mailbox
- Students
- Exceptions
- Applications
- Contacts

*Export to*

**OPAL Contact for Abbotsford**

No OPAL contact for Abbotsford, other than the district administrator, was found in our records. If contact regarding Open Enrollment should go to someone **other** than the district administrator, please click on the button below and enter the appropriate information.

Add an OPAL contact

**Dist Admin / Superintendent**

Smith, John  
PO Box 70  
Abbotsford, WI 54405-0070  
maryjo.cleaver@dpi.wi.gov  
(715) 223-6715  
(715) 223-4239 fax  
Open Enroll Coordinator: No

**Primary OPAL Contact for Open Enrollment - All Districts**

**What's This?**

425 contacts retrieved

District	Name	Contact Type	OE Coord	Phones	Address
Abbotsford	Smith, John <a href="mailto:maryjo.cleaver@dpi.wi.gov">maryjo.cleaver@dpi.wi.gov</a>	DA	N	(715) 223-6715 (715) 223-4239 fax	PO Box 70 Abbotsford, WI 54405
Adams-Friendship Area	Lavallee, Steve <a href="mailto:maryjo.cleaver@dpi.wi.gov">maryjo.cleaver@dpi.wi.gov</a>	DA	N	(608) 339-3213 (608) 339-6213 fax	201 W 6th St Friendship, WI 53934-
Albany	Guenther, Stephen <a href="mailto:steve.guenther@albany.k12.wi.us">steve.guenther@albany.k12.wi.us</a>	DA	N	(608) 862-3225 (608) 862-3230 fax	PO Box 349 Albany, WI 53502-034
Algoma	Welch, Ronald <a href="mailto:rwelch@alqhs.k12.wi.us">rwelch@alqhs.k12.wi.us</a>	DA	N	(920) 487-7001 (920) 487-7016 fax	1715 Division St Algoma, WI 54201-14
Alma	Sedlmayr, Steven N <a href="mailto:ssedlmav@mwt.net">ssedlmav@mwt.net</a>				e Road 35 4610-8301
Alma Center	Van Meer, William <a href="mailto:bill_vanmeer@achm.k12.wi.us">bill_vanmeer@achm.k12.wi.us</a>				er, WI 5461
Almond-Bancroft	Boxx, Dan <a href="mailto:dboxx@abschools.k12.wi.us">dboxx@abschools.k12.wi.us</a>				1550 Elm St Almond, WI 54909-97
Altoona	Fahrman, Greg <a href="mailto:gfahrman@altoona.k12.wi.us">gfahrman@altoona.k12.wi.us</a>	DA	N	(715) 839-6032 (715) 839-6066 fax	1903 Bartlett Ave Altoona, WI 54720-17
Amery	Schiell, Stephen V	DA	N	(715) 268-9771	543 Minneapolis Ave

Note list of OE Contacts (Ctrl-F) to search.



**OPAL**

[Logout](#)  
[Contact DPI](#)

**Mailbox**

[Mailbox](#)

**Students**

[Actively Open Enrolled](#)  
[All Students](#)  
[3rd Friday in Sept](#)  
[Special Education](#)  
[2nd Friday in Jan](#)  
[Virtual Schools](#)  
[Returning Students](#)

**Exceptions**

[All Exception Apps](#)  
[Approve or Deny Enrollment](#)  
[Counted by Res Data Entry](#)

**Applications**

[All Applications](#)  
[Approve or Deny Letters](#)  
[School Assignments](#)  
[Intent to Attend](#)  
[Data Entry](#)

<b>Mailbox</b>	<b>Students</b>	<b>Exceptions</b>	<b>Applications</b>	<b>Contacts</b>	<i>Export to</i>
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**OPAL Contact for Abbotsford**

Last Name:

Prefix:  (e.g. Dr, Mr, Ms)

First Name:

Middle Initial:

Email:

Phone:

Ext:

Fax:

Address:

City:

Zip:

Open Enrollment Coordinator:  Yes  No

**Dist Admin / Superintendent**  
Smith, John  
PO Box 70  
Abbotsford, WI 54405-00  
maryjo.cleaver@dpi.wi.gov  
(715) 223-6715  
(715) 223-4239 fax  
Open Enroll Coordinator:

Enter or Edit Contact Information and Save

**Primary OPAL Contact for Open Enrollment - All Districts**

425 contacts retrieved

District	Name	Contact	OE	Phones	Address
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**OPAL**

[Logout](#)  
[Contact DPI](#)

**Mailbox**

[Mailbox](#)

**Students**

[Actively Open Enrolled](#)  
[All Students](#)  
[3rd Friday in Sept](#)  
[Special Education](#)  
[2nd Friday in Jan](#)  
[Virtual Schools](#)  
[Returning Students](#)

**Exceptions**

[All Exception Apps](#)  
[Approve or Deny](#)  
[Enrollment](#)  
[Counted by Res](#)  
[Data Entry](#)

**Applications**

[All Applications](#)  
[Approve or Deny](#)  
[Letters](#)  
[School Assignments](#)  
[Intent to Attend](#)  
[Data Entry](#)

<b>Mailbox</b>	<b>Students</b>	<b>Exceptions</b>	<b>Applications</b>	<b>Contacts</b>
----------------	-----------------	-------------------	---------------------	-----------------

*Export to*

**OPAL Contact for Appleton Area**

Danfield, Jennifer  
531 N Morrison St  
Appleton, WI 54911  
danfieldjennif@asds.k12.wi.us  
(920) 832-6116  
(920) 832-1747 fax  
Open Enroll Coordinator: No



**Dist Admin / Superintendent**

Allinger, Mr Lee D  
PO Box 2019  
Appleton, WI 54912-2019  
allingerlee@asds.k12.wi.us  
(920) 832-6161  
(920) 832-1725 fax  
Open Enroll Coordinator: No

**Primary OPAL Contact for Open Enrollment - All Districts**

**What's This?**

425 contacts retrieved

District	Name	Contact Type	OE Coord	Phones	Address
Abbotsford	Smith, John <a href="mailto:maryjo.cleaver@dpi.wi.gov">maryjo.cleaver@dpi.wi.gov</a>	DA	N	(715) 223-6715 (715) 223-4239 fax	PO Box 70 Abbotsford, WI 54405
Adams-Friendship Area	Lavallee, Steve	DA	N	(608) 339-3213	201 W 6th St Friendship, WI 53934-
Albany					PO Box 349 Albany, WI 53502-034
Algoma					1715 Division St Algoma, WI 54201-14
Alma	Sedlmayr, Steven N <a href="mailto:ssedlmav@mwt.net">ssedlmav@mwt.net</a>	DA	N	(608) 685-4416 (608) 685-4446 fax	S1618 State Road 35 Alma, WI 54610-8301
Alma Center	Van Meer, William <a href="mailto:bill_vanmeer@achm.k12.wi.us">bill_vanmeer@achm.k12.wi.us</a>	DA	N	(715) 964-8271, ext. 203 (715) 964-1005 fax	PO Box 308 Alma Center, WI 54611308
Almond-Bancroft	Boxx, Dan <a href="mailto:dboxx@abschools.k12.wi.us">dboxx@abschools.k12.wi.us</a>	DA	N	(715) 366-2941 (715) 366-2940 fax	1336 Elm St Almond, WI 54909-97
Altoona	Fahrman, Greg <a href="mailto:gfahrman@altoona.k12.wi.us">gfahrman@altoona.k12.wi.us</a>	DA	N	(715) 839-6032 (715) 839-6066 fax	1903 Bartlett Ave Altoona, WI 54720-17
Amery	Schiell, Stephen V	DA	N	(715) 268-9771	543 Minneapolis Ave

Be sure to keep OPAL contact and District Administrator up-to-date.

A horizontal decorative bar at the top of the slide, consisting of a red rectangular section on the left and a blue rectangular section on the right.

# Navigating in OPAL



**OPAL**

[Logout](#)  
[Contact DPI](#)

**Mailbox**

[Mailbox](#)

**Students**

[Actively Open Enrolled](#)  
[All Students](#)  
[3rd Friday in Sept](#)  
[Special Education](#)  
[2nd Friday in Jan](#)  
[Virtual Schools](#)  
[Returning Students](#)

**Exceptions**

[All Exception Apps](#)  
[Approve or Deny](#)  
[Enrollment](#)  
[Counted by Res](#)  
[Data Entry](#)

**Applications**

[All Applications](#)  
[Approve or Deny](#)  
[Letters](#)  
[School Assignments](#)  
[Intent to Attend](#)  
[Data Entry](#)

<b>Mailbox</b>	<b>Students</b>	<b>Exceptions</b>	<b>Applications</b>	<b>Contacts</b>
Summary	Action Needed		Pending	Approval History

**Transfers In**

- 0 [New Data Change Requests](#)
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**Your Responses to Others**

- 1 [Approved Student Data Change Requests](#)
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**Transfers Out**

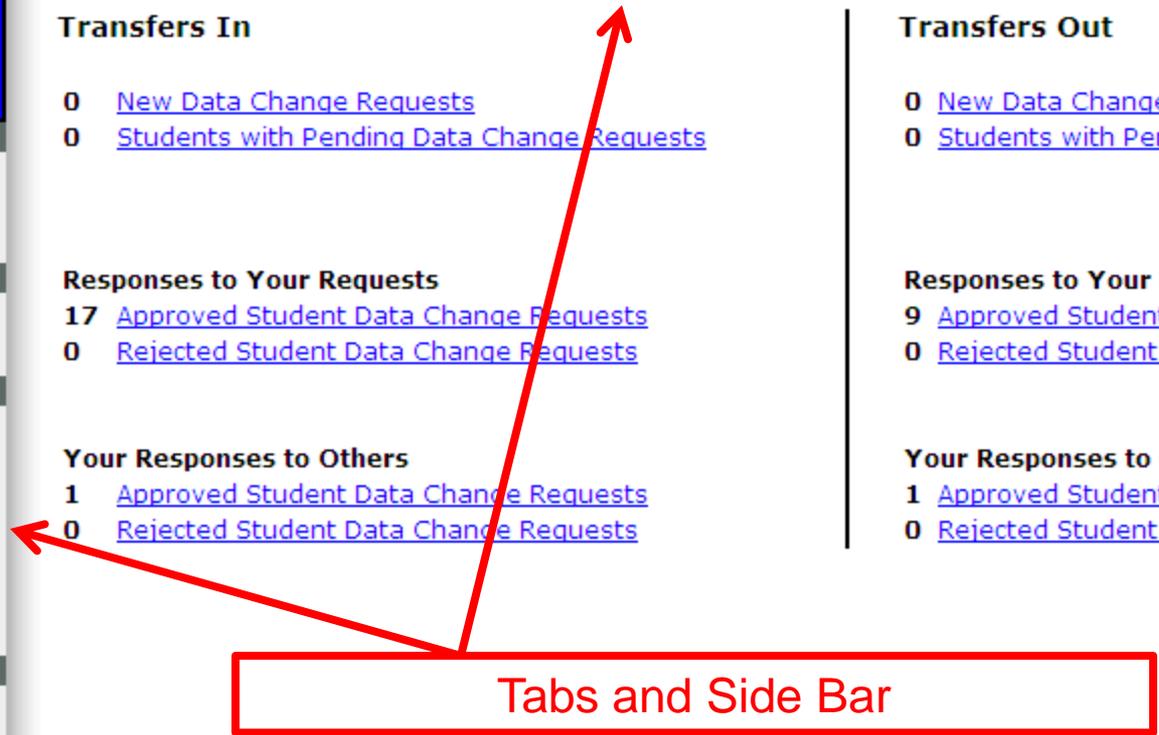
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**Tabs and Side Bar**



<b>Mailbox</b>	<b>Students</b>	<b>Exceptions</b>	<b>Applications</b>	<b>Contacts</b>	<i>Export to</i>
All Applications	Approve or Deny	Letters	School Assignments	Intent to Attend	Data Entry

### All Applications From February-April Open Enrollment Period

Year:  Student Name:

Grade:

- Transfers In
- Transfers Out

Listed below are applications where Appleton Area is listed as the **nonresident** district. Currently, only the applications that Appleton Area has added can be edited or deleted (i.e. applications entered by the parent cannot be altered as yet).

2 applications retrieved

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z [All]						
Student	Grade	Resident District	Nonresident District	App ID	Source	
Tree, Emmaleigh	KG	Little Chute Area	Appleton Area	13-0123779-1	website	<a href="#">Edit</a> <a href="#">Delete</a>
Rabbit, Peter Q	KG	Madison Metropolitan	Appleton Area	13-0123788-1	DanfiJ	<a href="#">Edit</a> <a href="#">Delete</a>

Transfers In and Out

**OPAL**

[Logout](#)  
[Contact DPI](#)

**Mailbox**

[Mailbox](#)

**Students**

[Actively Open Enrolled](#)  
[All Students](#)  
[3rd Friday in Sept](#)  
[Special Education](#)  
[2nd Friday in Jan](#)  
[Virtual Schools](#)  
[Returning Students](#)

**Exceptions**

[All Exception Apps](#)  
[Approve or Deny](#)  
[Enrollment](#)  
[Counted by Res](#)  
[Data Entry](#)

**Applications**

[All Applications](#)  
[Approve or Deny](#)  
[Letters](#)  
[School Assignments](#)  
[Intent to Attend](#)  
[Data Entry](#)



<b>Mailbox</b>	<b>Students</b>	<b>Exceptions</b>	<b>Applications</b>	<b>Contacts</b>	<i>Export to</i>
All Applications	Approve or Deny	Letters	School Assignments	Intent to Attend	Data Entry

### All Applications From February-April Open Enrollment Period

Year:

Student Name:

Grade:

- All Grades
- Early Childhood / Spec Ed
- Pre-K / 4-year-old K
- Kindergarten
- 1st Grade
- 2nd Grade
- 3rd Grade
- 4th Grade
- 5th Grade
- 6th Grade
- 7th Grade
- 8th Grade
- 9th Grade
- 10th Grade
- 11th Grade
- 12th Grade
- No grade

Appleton Area is listed as the **nonresident** district. Currently, only the applications that are created or deleted (i.e. applications entered by the parent cannot be altered as yet).

G H I J K L M N O P Q R S T U V W X Y Z [All]				
resident District	Nonresident District	App ID	Source	
hute Area	Appleton Area	13-0123779-1	website	<a href="#">Edit</a> <a href="#">Delete</a>
n Metropolitan	Appleton Area	13-0123788-1	DanfiJ	<a href="#">Edit</a> <a href="#">Delete</a>

**OPAL**  
[Logout](#)  
[Contact DPI](#)

**Mailbox**  
[Mailbox](#)

**Students**  
[Actively Open Enrolled](#)  
[All Students](#)  
[3rd Friday in Sept](#)  
[Special Education](#)  
[2nd Friday in Jan](#)  
[Virtual Schools](#)  
[Returning Students](#)

**Exceptions**  
[All Exception Apps](#)  
[Approve or Deny Enrollment](#)  
[Counted by Res](#)  
[Data Entry](#)

**Applications**  
[All Applications](#)  
[Approve or Deny Letters](#)  
[School Assignments](#)  
[Intent to Attend](#)  
[Data Entry](#)

Drop-Down Menus



**OPAL**

[Logout](#)  
[Contact DPI](#)

**Mailbox**

[Mailbox](#)

**Students**

[Actively Open Enrolled](#)  
[All Students](#)  
[3rd Friday in Sept](#)  
[Special Education](#)  
[2nd Friday in Jan](#)  
[Virtual Schools](#)  
[Returning Students](#)

**Exceptions**

[All Exception Apps](#)  
[Approve or Deny](#)  
[Enrollment](#)  
[Counted by Res](#)  
[Data Entry](#)

**Applications**

[All Applications](#)  
[Approve or Deny](#)  
[Letters](#)  
[School Assignments](#)  
[Intent to Attend](#)  
[Data Entry](#)

<b>Mailbox</b>	<b>Students</b>	<b>Exceptions</b>	<b>Applications</b>	<b>Contacts</b>	<b>EX</b>
<b>All Applications</b>	<b>Approve or Deny</b>	<b>Letters</b>	<b>School Assignments</b>	<b>Intent to Attend</b>	<b>Data</b>

**Applications - Approve or Deny**

Year:

Grade:

- Transfers In  
 Transfers Out

Student Name:

Resident District

- Approved  
 Denied  
 All of the above

**Appleton Area**

- Approved  
 Denied  
 All of the above

Indicate below whether each student was approved or denied, and indicate the reason if denied.  
***You still need to click the Save button after approving or denying!***

App ID	Student	Grade	Appr	Deny	Reason for Denial	Resident District
13-0123788-1	Rabbit, Peter Q	1G	<input checked="" type="radio"/>	<input type="radio"/>	<input type="text" value="More Reasons"/>	Madison Metropolitan
13-0123779-1	Trees, Emmaleigh	KG	<input type="radio"/>	<input checked="" type="radio"/>	No comparable PK (12) <input type="text" value="More Reasons"/>	Little Chute Area

[Go to Top](#)

Sort



- OPAL**
- [Logout](#)
- [Contact DPI](#)
- Mailbox**
- [Mailbox](#)
- Students**
- [Actively Open Enrolled Students](#)
- [Special Education](#)
- [Special Education and Friday in Jan](#)
- [Virtual Schools](#)
- [Returning Students](#)
- Exceptions**
- [Exception Apps](#)
- [Approve or Deny](#)
- [Enrollment](#)
- [Counted by Res](#)
- [Data Entry](#)
- Applications**
- [Applications](#)
- [Approve or Deny](#)
- [Letters](#)
- [School Assignments](#)
- [Intent to Attend](#)
- [Data Entry](#)

Mailbox	Students	Exceptions	Applications	Contacts	Export
All Applications	Approve or Deny	Letters	School Assignments	Intent to Attend	Data Entry

### Applications - Approve or Deny

Year:

Grade:

Transfers In  
 Transfers Out

Student Name:

Resident District:

Approved  
 Denied  
 All of the above

Reason:

Indicate below whether each student was approved or denied, and indicate the reason if denied.  
**You still need to click the Save button after approving or denying!**

**1 application retrieved**

App ID	Student	Grade	Appr	Deny	Reason for Denial	Resident District	Reason
13-0123779-1	Tree, Emmaleigh	KG	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text" value="No comparable PK (12)"/> <a href="#">More Reasons</a>	Little Chute Area	Approved

[Go to Top](#)

Search



**OPAL**  
[Logout](#)  
[Contact DPI](#)

**Mailbox**  
[Mailbox](#)

**Students**  
[Actively Open Enrolled](#)  
[All Students](#)  
[3rd Friday in Sept](#)  
[Special Education](#)  
[2nd Friday in Jan](#)  
[Virtual Schools](#)  
[Returning Students](#)

**Exceptions**  
[All Exception Apps](#)  
[Approve or Deny](#)  
[Enrollment](#)  
[Counted by Res](#)  
[Data Entry](#)

**Applications**  
[All Applications](#)  
[Approve or Deny](#)  
[Letters](#)  
[School Assignments](#)  
[Intent to Attend](#)  
[Data Entry](#)

<b>Mailbox</b>	<b>Students</b>	<b>Exceptions</b>	<b>Applications</b>	<b>Contacts</b>
<b>All Applications</b>	<b>Approve or Deny</b>	<b>Letters</b>	<b>School Assignments</b>	<b>Intent to Attend</b>

**Applications - Approve or Deny**

Year:

Grade:

Transfers In  
 Transfers Out

Student Name:

Resident District:  Approved  
 Denied  
 All of the above

Reason:

Indicate below whether each student was approved or denied, and indicate the reason if denied.  
***You still need to click the Save button after approving or denying.***

**2 applications retrieved**

App ID	Student	Grade	Appr	Deny	Reason for Denial	Resident District
13-0123788-1	Rabbit, Peter Q	KG	<input checked="" type="radio"/>	<input type="radio"/>	<input type="text" value=""/>	Madison Metropolitan
13-0123779-1	Tree, Emmaleigh	KG	<input type="radio"/>	<input checked="" type="radio"/>	No comparable PK (12)	Little Chute Area

[Go to Top](#)

**Filter**

# Managing Open Enrollment Applications

The Applications Tab

# Managing Applications

Preparing for the Regular Application  
Period

February 3 – April 30, 2014

# Internal Procedures

- Review and amend policies.
- Be sure users are authorized.
- Be sure OPAL Contact is current.
- Designate one person/office to:
  - Provide information and respond to questions.
  - Receive paper applications
- Link to OE website for application form

# Paper Applications

- Are discouraged
- Will be available only on DPI website
  - ▣ Download and print any forms you need
- Must be physically received in nonresident district by 4:00 pm on April 30.
- Nonresident district must enter application into OPAL.
  - ▣ By end of the day on May 1.

# Review Apps

- Resident and nonresident districts – it's easy to make mistakes with drop-down menu.

## Examples:

- DePere and West DePere
- Washington, Washington-Caldwell, Washington High School
- Weston School District is in Cazenovia, D.C. Everest School District is in Weston
- Wausau, Wausaukee, Waukesha, Wauwatosa, Wautoma, Waunakee ....
- West Salem, West Allis, Westby, West DePere, Westfield...

# Review Apps

- If application indicates “virtual charter school,” be sure the nonresident district to which the student applied has a virtual charter school.
- Check age and grade match.
- If you do not offer 4K, be sure to review applications to identify 4K apps-out.
- Reapplications submitted online:
  - If you require reapplication, print & request deletion.
  - If you do not require reapplication, request deletion.

# Review Apps

- Parents can edit their own applications up until the deadline—be aware that they can change.
  - ▣ In spreadsheet, see update date and update id.
- You can edit any applications you entered.
- After application period, must send request DPI to edit apps.



# All Applications Tab



OPAL

[Logout](#)  
[Contact DPI](#)

Mailbox

[Mailbox](#)

Students

[Actively Open Enrolled](#)  
[All Students](#)  
[3rd Friday in Sept](#)  
[Special Education](#)  
[2nd Friday in Jan](#)  
[Virtual Schools](#)  
[Returning Students](#)

Exceptions

[All Exception Apps](#)  
[Approve or Deny](#)  
[Enrollment](#)  
[Counted by Res](#)  
[Data Entry](#)

Applications

[All Applications](#)  
[Approve or Deny](#)  
[Letters](#)  
[School Assignments](#)  
[Intent to Attend](#)  
[Data Entry](#)

Mailbox Students Exceptions **Applications** Contacts Export to

All Applications Approve or Deny Letters School Assignments Intent to Attend Data Entry

All Applications From February-April Open Enrollment Period

Year: 2012-2013 Student Name:

Grade: All Grades

Transfers In  
 Transfers Out

Listed below are applications where the district selected above is listed as the **nonresident** district.

2 applications retrieved

Student	Grade	Resident District	Nonresident District	App ID	Source	
Danfield, Bailey	KG	Madison Metropolitan	Waukesha	13-0123783-1	website	<a href="#">Edit</a> <a href="#">Delete</a>
Danfield, Norton	05	Madison Metropolitan	Waukesha	13-0123782-1	website	<a href="#">Edit</a> <a href="#">Delete</a>

The All Applications page is under the Applications tab.

# From the All Applications Tab

- List of all applicants
- Select student
- Enter paper applications
  - Can only edit applications you enter
  - Contact DPI to request other edits
- View/print PDF applications – single application or print all
- Download to Excel
- Request applications to be deleted

<b>Mailbox</b>	<b>Students</b>	<b>Exceptions</b>	<b>Applications</b>	<b>Contacts</b>	<i>Export to Excel</i>
All Applications	Approve or Deny	Letters	School Assignments	Intent to Attend	Data Entry

**All Applications From February-April Open Enrollment Period**

Year:  Student Name:

Grade:

Transfers In  
 Transfers Out

Listed below are applications where the district selected above is listed as the **nonresident** district.

**2 applications retrieved**

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z [All]									
Student	Grade	Resident District	Nonresident District	App ID	Source				
Danfield, Bailey	KG	Madison Metropolitan	Waukesha	13-0123783-1	website	<a href="#">Edit</a>	<a href="#">Delete</a>	<a href="#">PDF</a>	
Danfield, Norton	05	Madison Metropolitan	Waukesha	13-0123782-1	website	<a href="#">Edit</a>	<a href="#">Delete</a>	<a href="#">PDF</a>	

From the Transfers In page, you can enter a paper application, view a PDF copy of an application, edit any application you entered, and request deletion of an application.



**OPAL**

[Logout](#)  
[Contact DPI](#)

**Mailbox**

[Mailbox](#)

**Students**

[Actively Open Enrolled](#)  
[All Students](#)  
[3rd Friday in Sept](#)  
[Special Education](#)  
[2nd Friday in Jan](#)  
[Virtual Schools](#)  
[Returning Students](#)

**Exceptions**

[All Exception Apps](#)  
[Approve or Deny](#)  
[Enrollment](#)  
[Counted by Res](#)  
[Data Entry](#)

**Applications**

[All Applications](#)  
[Approve or Deny](#)  
[Letters](#)  
[School Assignments](#)  
[Intent to Attend](#)  
[Data Entry](#)

<b>Mailbox</b>	<b>Students</b>	<b>Exceptions</b>	<b>Applications</b>	<b>Contacts</b>
All Applications	Approve or Deny	Letters	School Assignments	Intent to Attend
				Data Entry

**Data Entry for Regular Applications For 2013-2014**

[Return to Applications Home](#)

Enter a paper application or edit

Please note that this page has **minimal edits** to allow entry of any data on a paper application you have received regarding its correctness or completeness. The nonresident district is set to your district; however, you can change it if it is incorrect.

You will be able to edit this application after it's saved in case of error. Enter data then click on the Save button at the bottom. You will then be presented with a new, blank screen to enter the next application.

Student Data	
Student First Name	<input type="text"/>
Student Middle Initial	<input type="text"/>
Student Last Name	<input type="text"/>
Student Suffix	<input type="text"/>
Birthdate	<input type="text"/> mm/dd/yyyy
Grade	Select... <input type="button" value="v"/>
Current Attendance	
Resident District	<input type="text"/> <input type="button" value="v"/>
Current program code	Select... <input type="button" value="v"/>
Attending Dist:	<input type="text"/> <input type="button" value="v"/>
Attending School:	<input type="text"/> <input type="button" value="v"/>
Private School or Other:	<input type="text"/>
Current description freeform text (only from paper	<input type="text"/>

Current description  
freeform text (only from paper  
application)

**Contacts**[Open Enroll Contacts](#)**Nonresident Data**Nonresident District Preferred School: Specific Program Limit Flag  checkedAttending nonresident  Yes  NoSiblings attending nonresident  Yes  NoNames: Siblings applying nonresident  Yes  NoNames: **Virtual Charter Schools (form PI-9410-VCS)**Applying for VCS  Yes  NoVirtual Charter School Already Attending VCS  Yes  NoHave Siblings in VCS  Yes  No**Student Demographics**Sex  Male  FemaleRace  
 Hispanic or Latino  
 American Indian / Alaskan Native  
 Asian  
 Black or African American  
 Native Hawaiian or Other Pacific Islander  
 White**Special Ed / Expelled**Receiving Services  Yes  NoHas IEP  Yes  NoPending sped  Yes  No

Parent Data

Parent First Name	<input type="text"/>
Parent Middle Initial	<input type="text"/>
Parent Last Name	<input type="text"/>
2nd Parent First Name	<input type="text"/>
2nd Parent Middle Initial	<input type="text"/>
2nd Parent Last Name	<input type="text"/>

Address And Phone

Home Phone	<input type="text"/>
Work Phone	<input type="text"/>
Cell Phone	<input type="text"/>
Email	<input type="text"/>
Mailing Address	<input type="text"/>
Mailing City	<input type="text"/>
Mailing State	<input type="text"/>
Mailing Zip	<input type="text"/>
Street Address	<input type="text"/>
Street City	<input type="text"/>
Street State	<input type="text"/>
Street Zip	<input type="text"/>

Transportation

Filing for Reimbursement	<input type="radio"/> Yes <input type="radio"/> No
Number of Students	<input type="text"/>
Number of Miles	<input type="text"/>

For Paper Applications

Date Received:	<input type="text"/>	Time Received:	<input type="text"/>
Date Signed	<input type="text"/>		



<b>Student Name:</b>	<b>Bailey Danfield</b>	<b>Parent/Guardian:</b>	Sophie Danfield	<b>Mailing Address:</b>	3120 W Seneca Dr Appleton, WI 54915
<b>DOB / Gender:</b>	08/25/2007, Male				
<b>Age on 9/1/2012:</b>	5 years old	<b>Email:</b>	jendanfeld@hotmail.com	<b>Street Address:</b>	3120 W Seneca Dr Appleton, WI 54915
<b>Grade for 2012-2013:</b>	KG	<b>Phone:</b>	(920) 470-8555 (home)		
<b>Ethnicity:</b>	<input checked="" type="checkbox"/> Not Hispanic or Latino				
<b>Race: (check all that apply)</b>	<input type="checkbox"/> American Indian / Alaskan Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input checked="" type="checkbox"/> White	<b>Yes</b>	<b>No</b>		
		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Might apply for transportation reimbursement?	
		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Applying to a Virtual Charter School below?	
<b>Special Needs:</b>		<b>Expulsion:</b>	<b>Yes</b>	<b>No</b>	
<b>Yes</b>	<b>No</b>	<b>Yes</b>	<b>No</b>		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Has the student been expelled at any time during the 2009-2010, 2010-2011, and/or 2011-2012 school year or are any disciplinary proceedings pending that could lead to expulsion?	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Does the child currently receive special education services?	
<input type="checkbox"/>	<input checked="" type="checkbox"/>			Does the child have an individualized education program (IEP)?	
<input type="checkbox"/>	<input checked="" type="checkbox"/>			Has the child been referred for a special education evaluation that has not yet been completed?	

Special Ed Comments:

Current School District / Resident District Data

Resident School District: **Madison Metropolitan**  
 Currently Attending: n/a

- Yes** **No**
- Is the student currently attending a virtual charter school?
- Are siblings currently attending any virtual charter school?

1st School District Applied To / Nonresident School District

Applying to attend: **Waukesha**  
 Preferred School: Waukesha STEM Academy

- Yes** **No**
- Student currently attending?
- Siblings currently attending?

- Yes** **No**
- Limit to specific school and/or program listed above?
- Siblings currently applying: Norton Danfield

Permission for Release of Records

I agree that all information is complete and correct. I am the child's parent or legal guardian or I am the student age 18 or older. I grant permission for the nonresident school districts to request from the school my child attends information about whether my child has been referred for special education and information about my child's special education program, including a copy of the individualized education program (IEP). I understand that under s.118.51(8) Wis. Stats. the nonresident school districts may request from the resident school district any information about my child relating to expulsion or expulsion proceedings. This consent is effective until May 15, 2012.

PDF

Print All

<b>Mailbox</b>	<b>Students</b>	<b>Exceptions</b>	<b>Applications</b>	<b>Contacts</b>	<i>Export to Excel</i>
All Applications	Approve or Deny	Letters	School Assignments	Intent to Attend	Data Entry

### All Applications From February-April Open Enrollment Period

Year:  Student Name:

Grade:

Transfers In  
 Transfers Out

Listed below are applications where Rhineland is listed as the **nonresident** district. Currently, only the applications that Rhineland has added can be edited or deleted (i.e. applications entered by the parent cannot be altered as yet).

2 applications retrieved

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	[All]
Student	Grade	Resident District	Nonresident District		App ID	Source	Edit			Delete			PDF														
Basil, Josie	12	Antigo Unified	Rhineland		15-0123847-1	rhineland	Edit			Delete			PDF														
Basil, Josie	12	Antigo Unified	Rhineland		15-0123846-1	rhineland	Edit			Delete			PDF														

Nonresident district should request deletion of duplicate or unnecessary applications.

OPAL  
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Mailbox  
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a Entry

Contacts

**Request to Delete Application**

DPI is no longer allowing districts to delete applications. To request that an application be deleted:

- Verify that the information below is the correct application to be deleted,
- Enter the reason why it should be deleted,
- Then click the Send Request button to send an email to DPI requesting that it be deleted.

Year:	2015
App ID:	15-0123847-1
Student Name:	<b>Basil, Josie</b>
Date of Birth:	05/01/1996
Resident District:	Antigo Unified <a href="mailto:rbornemann@antigo.k12.wi.us">rbornemann@antigo.k12.wi.us</a>
Nonresident District:	Rhinelanders <a href="mailto:walkoian@rhinelanders.k12.wi.us">walkoian@rhinelanders.k12.wi.us</a>
Source:	rhinelanders

**Sends request to DPI**

Reason for deletion:

ONLY REASONS TO DELETE: DUPLICATE APPLICATION, ALREADY OE, REAPPLICATION

**Cancel** | **Send Request**

**DO NOT DELETE SIMPLY BECAUSE STUDENT WILL NOT OE!**



OPAL

[Logout](#)  
[Contact DPI](#)

Mailbox

[Mailbox](#)

Students

[Actively Open Enrolled](#)  
[All Students](#)  
[3rd Friday in Sept](#)  
[Special Education](#)  
[2nd Friday in Jan](#)  
[Virtual Schools](#)  
[Returning Students](#)

Exceptions

[All Exception Apps](#)  
[Approve or Deny Enrollment](#)  
[Counted by Res Data Entry](#)

Applications

[All Applications](#)  
[Approve or Deny Letters](#)  
[School Assignments](#)  
[Intent to Attend](#)  
[Data Entry](#)

Contacts

Mailbox	Students	Exceptions	Applications	Contacts	<i>Export to Excel</i>
All Applications	Approve or Deny	Letters	School Assignments	Intent to Attend	Data Entry

All Applications From February-April Open Enrollment Period

Year:  Student Name:

Grade:

Transfers In  
 Transfers Out

Listed below are applications where Rhinelanders is listed as the **resident** district. Only the nonresident district and DPI will be able to add, edit and delete .

3 applications retrieved

Student	Grade	Resident District	Nonresident District	App ID	Source	Edit	PDF
Sugar, Sarah	12	Rhinelanders	Appleton Area	15-0123845-1	appleton	<a href="#">Edit</a>	<a href="#">PDF</a>
Sugar, Sarah	12	Rhinelanders	Grantsburg	15-0123844-1	grantsburg	<a href="#">Edit</a>	<a href="#">PDF</a>
Sugar, Sarah	12	Rhinelanders	Waukesha	15-0123843-1	waukesha	<a href="#">Edit</a>	<a href="#">PDF</a>

Transfers-Out page. Note that one student applied to three nonresident districts. One application on each line. Is only a duplicate if the name and nonresident district are the same.

Application Data - Select Fields to Export

- Application
  - Application ID
  - School Year
  - Grade
  - Grade Description
  - Update Date
  - Update ID
- Current Attendance
  - Code
  - Code Description
  - District Number
  - District Name
  - School Number
  - School Name
  - Other Box
- Resident Approve/Deny
  - Status Code
  - Status Code Description
  - Denial Reason Code
  - Denial Reason Code Description
  - Formatted Approve/Deny
  - Denial Reasons
- Parent Info
- Race/Ethnicity
- Student Data
  - Full Name (last, first)
  - Date of Birth
  - Last Name
  - First Name
  - Middle Initial
  - Suffix
  - Gender
- Siblings
  - Siblings Attending
  - Siblings Attending Names
  - Siblings Applying
  - Siblings Applying Names
- NonResident Approve/Deny
  - Status Code
  - Status Code Description
  - Denial Reason Code
  - Denial Reason Code Description
  - Formatted Approve/Deny
  - Denial Reasons
- Mailing Address
- Submission Information
- Resident District
  - District Name
  - District Number
- NonResident District
  - District Name
  - District Number
  - Currently Attending
- Special Education / Expulsion
- Preferences
- Street Address
- Transportation
- Virtual School Information
- School Assignments
  - School Number
  - School Name
  - Comments
  - Intent to Attend
- Phone and Email Address
- For DPI Use

Select fields to export

Back to Opal Export to Excel



# Approve/Deny Tab

Mailbox **Students** Exceptions Applications **Contacts** Export to Excel

All Applications **Approve or Deny** Letters School Assignments Intent to Attend Data Entry

### Applications - Approve or Deny

Year:

Grade:

Student Name:

Resident District  
 Approved  
 Denied  
 All of the above

Rhinelander  
 Approved  
 Denied  
 All of the above

- Transfers In  
 Transfers Out

Indicate below whether each student was approved or denied, and indicate the reason if denied.

**You still need to click the Save button after approving or denying!**

1 application retrieved

App ID	Student	Grade	Appr	Deny	Reason for Denial	Resident District	Res Dist Appr/Deny
15-0123846-1	Basil, Josie	12	<input type="radio"/>	<input type="radio"/>	<input type="text" value="Select..."/> More Reasons	Antigo Unified	

- Select...
- Select...
- No space, NO wait list (1)
- No space, on wait list (2)
- SPED - no space, NO wait (3)
- SPED - no space, on wait (4)
- SPED - services n/a (5)
- SPED - refer for eval (6)
- Expel - current (7)
- Expel - prior/pend (8)
- Late or incomplete (10)
- Too many apps (11)
- No comparable PK (12)
- Age is ineligible (13)
- Habitual Truancy (20)

[Go to Top](#)

# From the Approve/Deny Tab

- Enter approvals and denials
  - ▣ Transfers In and Transfers Out
- Enter reason for denial
  - ▣ Reasons in OPAL are abbreviations
  - ▣ Be sure you understand statutory reasons for denial.
- View other district's actions

## Nonresident Denial Reasons – Regular Applications

- |     |  |               |
|-----|--|---------------|
| 1   | Reg ed space not available, NO wait list   | 118.51(5)(a)1 |
| 2.  | Reg ed space not available, on wait list   | 118.51(5)(a)1 |
| 3.  | Sped space not available, NO wait list   | 118.51(5)(a)4 |
| 4.  | Sped space not available, on wait list   | 118.51(5)(a)4 |
| 5.  | Spec ed program/services not available   | 118.51(5)(a)4 |
| 6.  | Referred for sped evaluation, not completed  | 118.51(5)(a)6 |
| 7.  | School district not required to accept student who is currently expelled (for any reason)  | 120.13(1)(f)  |
| 8.  | Student has been expelled in current or two preceding school years for certain conduct     | 118.51(5)(a)2 |
| 10. | Application was filed late or is incomplete (not enough information to act on application) | 118.51(3)(a)  |
| 11. | More than 3 applications were submitted for student  | 118.51(3)(a)  |
| 12. | Resident district does not offer same type of 4K   | 118.51(2)     |
| 13. | Student is not age eligible for school (under 4 unless ECE; 21 or over)                    | 118.14        |
| 20. | Habitual truancy from nonresident district in current or preceding school year             | 118.51(5)(a)3 |

Waukesha

Mailbox Students Exceptions Applications Contacts Export to E  
All Applications Approve or Deny Letters School Assignments Intent to Attend Data Entry

**Applications - Approve or Deny**

Year:  Student Name:  Resident District: **Waukesha**  
 Grade:     Approved  Denied  All of the above  
 Transfers In  Transfers Out

Indicate below whether each student was approved or denied, and indicate the reason if denied.  
**You still need to click the Save button after approving or denying!**

2 applications retrieved

App ID	Student	Grade	Appr	Deny	Reason for Denial	Resident District	Res Dis Appr/De
13-0123783-1	Danfield, Bailey	KG	<input checked="" type="radio"/>	<input type="radio"/>	<input type="text" value="More Reasons"/>	Madison Metropolitan	Approved
13-0123782-1	Danfield, Norton	05	<input checked="" type="radio"/>	<input type="radio"/>	<input type="text" value="More Reasons"/>	Madison Metropolitan	Approved

- No space, NO wait list (1)
- No space, on wait list (2)
- SPED - no space, NO wait (3)
- SPED - no space, on wait (4)
- SPED - services n/a (5)
- SPED - refer for eval (6)
- Expel - current (7)
- Expel - prior/pend (8)
- Late or incomplete (10)
- Too many apps (11)
- No comparable PK (12)
- Age is ineligible (13)
- Habitual Truancy (20)

Be sure to understand reasons for denial; these are abbreviated explanations only.

Mailbox | Students | Exceptions | Applications | Contacts Export to E

All Applications | Approve or Deny | Letters | School Assignments | Intent to Attend | Data Entry

**Applications - Approve or Deny**

Year:  Student Name:  Resident District: **Waukesha**

Grade:     Approved  Denied  All of the above

Transfers In  Transfers Out

Indicate below whether each student was approved or denied, and indicate the reason if denied.  
**You still need to click the Save button after approving or denying!**

**Save successful!**  
 2 applications retrieved

App ID	Student	Grade	Appr	Deny	Reason for Denial	Resident District	Res Dis Appr/Den
13-0123783-1	Danfield, Bailey	KG	<input type="radio"/>	<input checked="" type="radio"/>	No space, NO wait list (1) <a href="#">More Reasons</a>	Madison Metropolitan	Approved
13-0123782-1	Danfield, Norton	05	<input checked="" type="radio"/>	<input type="radio"/>	<input type="text"/> <a href="#">More Reasons</a>	Madison Metropolitan	Approved

[Go to Top](#)

Be sure to include all reasons for denial. You cannot defend on appeal for any reason you did not include in the notice of denial.



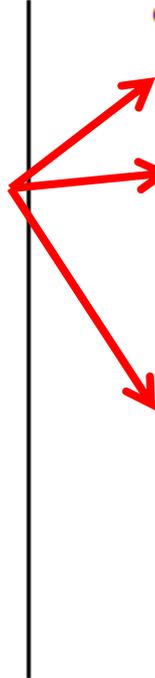
<b>Mailbox</b>	<b>Students</b>	<b>Exceptions</b>	<b>Applications</b>	<b>Contacts</b>	
All Applications	Approve or Deny	Letters	School Assignments	Intent to Attend	Data Entry

### Reasons for Denial

Application: 13-0123783-1  
Student Name: **Danfield, Bailey**  
Grade: KG  
Resident School District: Madison Metropolitan  
Nonresident School District: Waukesha

Choose one or more reasons for denial:

- Regular Education - no space available; no waiting list
- Regular Education - no space available; IS on waiting list
- Special Ed - no space available; no waiting list
- Special Ed - no space available; IS on waiting list
- Special Ed - services not available
- Special Ed - waiting for evaluation
- Expelled - current year
- Expelled - prior year or pending
- Late or incomplete application
- Too many applications
- No comparable prekindergarten
- Too young / too old
- Habitual Truancy



**Save** **Cancel**

**OPAL**  
[Logout](#)  
[Contact DPI](#)

**Mailbox**  
[Mailbox](#)

**Students**  
[Actively Open Enrolled](#)  
[All Students](#)  
[3rd Friday in Sept](#)  
[Special Education](#)  
[2nd Friday in Jan](#)  
[Virtual Schools](#)  
[Returning Students](#)

**Exceptions**  
[All Exception Apps](#)  
[Approve or Deny](#)  
[Enrollment](#)  
[Counted by Res](#)  
[Data Entry](#)

**Applications**  
[All Applications](#)  
[Approve or Deny](#)  
[Letters](#)  
[School Assignments](#)  
[Intent to Attend](#)  
[Data Entry](#)

## Resident Denial Reasons – Regular Applications

- |            |   |                      |
|------------|---|----------------------|
| <b>14.</b> | <b>Cost of special education is an undue financial burden</b>                                     | <b>118.51(12)(b)</b> |
| <b>16.</b> | <b>Application was filed late or is incomplete (not enough information to act on application)</b> | <b>118.51(3)(a)</b>  |
| <b>17.</b> | <b>More than 3 applications were submitted for student</b>  | <b>118.51(3)(a)</b>  |
| <b>18.</b> | <b>Resident district does not offer same type of 4K</b>   | <b>118.51(2)</b>     |
| <b>19.</b> | <b>Student is not age eligible for school (under 4 unless ECE; 21 and over)</b>                   | <b>118.14</b>        |

<b>Mailbox</b>	<b>Students</b>	<b>Exceptions</b>	<b>Applications</b>	<b>Contacts</b>	<i>Export to Excel</i>
<b>All Applications</b>	<b>Approve or Deny</b>	<b>Letters</b>	<b>School Assignments</b>	<b>Intent to Attend</b>	<b>Data Entry</b>

### Applications - Approve or Deny

Year:

Grade:

Student Name:

Transfers In  
 Transfers Out

**Appleton Area**  
 Approved  
 Denied  
 All of the above

**Nonresident District**  
 Approved  
 Denied  
 All of the above

Indicate below whether each student was approved or denied, and indicate the reason if denied.  
***You still need to click the Save button after approving or denying!***

1 application retrieved

App ID	Student	Grade	Appr	Deny	Reason for Denial	Nonresident District	Nonres Dist Appr/Deny
13-0123789-1	Bear, Yogi	PK	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text" value="Select..."/> <a href="#">More Reasons</a>	Kimberly Area	Approved

- Select...
- Undue financial burden (14)
- Late or incomplete (16)
- Too many apps (17)
- No comparable PK (18)
- Age is ineligible (19)

[Go to Top](#)

Mailbox | Students | Exceptions | **Applications** | Contacts Export to Excel

All Applications | Approve or Deny | Letters | School Assignments | Intent to Attend | Data Entry

**Applications - Approve or Deny**

Year:

Grade:

Transfers In  
 Transfers Out

Student Name:

**Appleton Area**  
 Approved  
 Denied  
 All of the above

**Nonresident District**  
 Approved  
 Denied  
 All of the above

Indicate below whether each student was approved or denied, and indicate the reason if denied.  
**You still need to click the Save button after approving or denying!**

1 application retrieved

App ID	Student	Grade	Appr	Deny	Reason for Denial	Nonresident District	Nonres Dist Appr/Deny
13-0123789-1	Bear, Yogi	PK	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text" value="Undue financial burden (14)"/> <a href="#">More Reasons</a>	Kimberly Area	D: 01

Use filters to create subsets.

Note code for denial reason.

[Go to Top](#)

# The Letters Tab

Generates approval and denial letters.

Formatted as PDF documents.

Spaced for window envelopes.



<b>Mailbox</b>	<b>Students</b>	<b>Exceptions</b>	<b>Applications</b>	<b>Contacts</b>	<i>Export to</i>
All Applications	Approve or Deny	Letters	School Assignments	Intent to Attend	Data Entry

**Applications - Approval and Denial Letters to Parents**

Year:  Student Name:

Grade:  Res Dist:

Transfers In  Transfers Out

Status:  
 Approved  
 Denied

Enter or overwrite the information that should be on the letter(s):

Date of Letter:

Contact Name:  Contact Phone:

Signature Name:  Signature Title:

2 students retrieved

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	[All]
Grade	Student		Resident District													Waukesha Status	Denial Reasons										
KG	Danfield, Bailey		Madison Metropolitan													Approved											
05	Danfield, Norton		Madison Metropolitan													Approved											

[Go to Top](#)

**OPAL**

[Logout](#)  
[Contact DPI](#)

**Mailbox**

[Mailbox](#)

**Students**

[Actively Open Enrolled](#)  
[All Students](#)  
[3rd Friday in Sept](#)  
[Special Education](#)  
[2nd Friday in Jan](#)  
[Virtual Schools](#)  
[Returning Students](#)

**Exceptions**

[All Exception Apps](#)  
[Approve or Deny](#)  
[Enrollment](#)  
[Counted by Res](#)  
[Data Entry](#)

**Applications**

[All Applications](#)  
[Approve or Deny](#)  
[Letters](#)  
[School Assignments](#)  
[Intent to Attend](#)  
[Data Entry](#)

<b>Mailbox</b>	<b>Students</b>	<b>Exceptions</b>	<b>Applications</b>	<b>Contacts</b>	<i>Export to Excel</i>
All Applications	Approve or Deny	Letters	School Assignments	Intent to Attend	Data Entry

### Applications - Approval and Denial Letters to Parents

Year:  Student Name:

Grade:  Res Dist:

Transfers In  
 Transfers Out

Status:  Approved  Denied

Enter or overtype the information that should be on the letter(s):

Date of Letter:

Contact Name:  Contact Phone:

Signature Name:  Signature Title:

2 students retrieved

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	[All]
Grade	Student											Resident District											Waukesha Status	Denial Reasons			
KG	Danfield, Bailey											Madison Metropolitan											Approved				
05	Danfield, Norton											Madison Metropolitan											Approved				

[Go to Top](#)

Select approved or denied; can specify reason for denial.

<b>Mailbox</b>	<b>Students</b>	<b>Exceptions</b>	<b>Applications</b>	<b>Contacts</b>	<i>Export to Excel</i>
All Applications	Approve or Deny	Letters	School Assignments	Intent to Attend	Data Entry

**Applications - Approval and Denial Letters to Parents**

Year:  Student Name:

Grade:  Res Dist:

Transfers In  Transfers Out

Status:  Approved  Denied

Enter or overtype the information that should be on the letter(s):

Date of Letter:

Contact Name:  Contact Phone:

Signature Name:  Signature Title:

2 students retrieved

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	[All]
Grade	Student		Resident District			Waukesha Status		Denial Reasons																			
KG	Danfield, Bailey		Madison Metropolitan			Approved																					
05	Danfield, Norton		Madison Metropolitan			Approved																					

[Go to Top](#)

Can change default information---session change only.



**Waukesha School District**

222 Maple Ave

Waukesha WI 53186-4725

PI-9416 Notice of Nonresident School District Approval of Open Enrollment

October 22, 2012

Sophie Danfield  
3120 W Seneca Dr  
Appleton, WI 54915

Your application for Bailey Danfield to transfer into the Waukesha School District under the open enrollment program has been approved by the Waukesha School District for the 2012-13 school year.

Please note the following:

- You will be notified by June 8, 2012, of the specific school or program to which your child is assigned. While we attempt to accommodate parent requests, assignment to any specific school or program is not guaranteed.
- You must notify Waukesha School District on or before June 29, 2012, if you intend to transfer your child to that district. If you fail to make this notification, we may assume that you do not intend for your child to open enroll to our district and we may not be able to honor late requests. If you reply that you do not intend for your child to open enroll, we may not be able to honor a request to reverse this decision.
- On your application form, you indicated that Madison Metropolitan School District is the school district in which you will reside in the 2012-13 school year. If you are not residing in that district on or before September 21, 2012, this approval is void.
- If your child begins attending any other public or private school or home-based private educational program in the 2012-13 school year or if your child has not attended Waukesha School District on or before September 21, 2012, this

If you have additional questions, please contact Sheila Schmidt at (262) 970-1069.

---

Todd Gray  
District Administrator

*This notice does not constitute approval of the Madison Metropolitan School District to transfer out of the Madison Metropolitan School District, nor does it commit the Madison Metropolitan School District to approve the application. You will receive a separate notice from the Madison Metropolitan School District approving or denying the application. If the Madison Metropolitan School District has not mailed (postmarked) a notice of denial on or before June 15, 2012, your application to transfer out of that district is approved.*

<b>Mailbox</b>	<b>Students</b>	<b>Exceptions</b>	<b>Applications</b>	<b>Contacts</b>	<i>Export to Excel</i>
All Applications	Approve or Deny	Letters	School Assignments	Intent to Attend	Data Entry

**Applications - Approval and Denial Letters to Parents**

Year:  Student Name:

Grade:  Res Dist:

Transfers In  Transfers Out

Status:  
 Approved  
 Denied

Enter or overtype the information that should be on the letter(s):

Date of Letter:

Contact Name:  Contact Phone:

Signature Name:  Signature Title:

**1 student retrieved**

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z [All]				
Grade	Student	Resident District	Appleton Area Status	Denial Reasons
KG	Tree, Emmaleigh	Little Chute Area	Denied	12,13

Generate Letters

Generate Letters

[Go to Top](#)



**Appleton Area School District**

PO Box 2019

Appleton WI 54912-2019

PI-9415 Notice of Nonresident School District Denial of Open Enrollment

October 22, 2012

Note that all of the denial reasons are included.

Josie Tree  
1255 W Main St  
Appleton, WI 54911

Your application for Emmaleigh Tree to transfer into the Appleton Area School District under the open enrollment program has been denied by the Appleton Area School District for the 2012-13 school year.

The application has been denied for the following reason(s):

• The child's resident school district, Little Chute Area School District, does not offer the same type of prekindergarten, 4-year-old kindergarten, early childhood, or school-operated day care program that is requested in the Appleton Area School District; or the child is not eligible for that prekindergarten, 4-year-old kindergarten, early childhood, or school-operated day care program that is offered in the resident school district of Little Chute Area School District.  
[See Wis. Stats. § 118.51(2)]

• The child has not reached the age required under Wis. Stats. § 118.14 for school attendance; or the student has reached the age of 21 on or before the first day of school and thus is not entitled to a free education under Art. 10, Sec. 3, of the Wisconsin Constitution.

You may appeal this denial to the Department of Public Instruction:

- The appeal may be filed on DPI form 9418 (see <http://dpi.wi.gov/sms/oeaplinfo.html>) or may be filed in the form of a letter or legal brief.
- The appeal must state the decision being appealed, the specific reasons for the appeal (including why you believe the school board's decision is arbitrary or unreasonable) and other facts and evidence relevant to the appeal.
- Include a copy of this notice and of the postmarked envelope in which it was mailed. The appeal must be signed by the appellant or the representative of the appellant.
- The appeal must be filed with the DPI within 30 days of the date the notice of denial was postmarked or delivered to the parent, whichever occurs first.
- The appeal must be sent to: School Management Services / Open Enrollment  
Department of Public Instruction  
P.O. Box 7841  
Madison, WI 53707-7841

If you have additional questions, please contact Jennifer Danfield at (920) 832-6116.

---

Lee Allinger  
District Administrator

# School Assignments Tab

Generates school assignment letters.

Formatted as PDF documents.

Spaced for window envelopes.



<b>Mailbox</b>	<b>Students</b>	<b>Exceptions</b>	<b>Applications</b>	<b>Contacts</b>	<b>Exp</b>
All Applications	Approve or Deny	Letters	School Assignments	Intent to Attend	Data

**Applications - School Assignments and Letters to Parents**

Year:  Student Name:

Grade:  Res Dist:

School:

Enter or overwrite the information that should be on the letters. General comments will go on all the letters for all students this page. For specific comments unique to a student, type in the comments on the same line as the student:

Date of Letter:

Contact Name:  Contact Phone:  Date School Starts:

Signature Name:  Signature Title:  General instructions:

2 students retrieved

School:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	[All]
Grade	Student		School Assignment			Special Comments			Resident District																		
KG	Danfield, Bailey		Waukesha STEM Academy						Madison Metropolitan																		
05	Danfield, Norton		Waukesha STEM Academy						Madison Metropolitan																		

- OPAL**
  - [Logout](#)
  - [Contact DPI](#)
- Mailbox**
  - [Mailbox](#)
- Students**
  - [Actively Open Enrolled](#)
  - [All Students](#)
  - [3rd Friday in Sept](#)
  - [Special Education](#)
  - [2nd Friday in Jan](#)
  - [Virtual Schools](#)
  - [Returning Students](#)
- Exceptions**
  - [All Exception Apps](#)
  - [Approve or Deny Enrollment](#)
  - [Counted by Res Data Entry](#)
- Applications**
  - [All Applications](#)
  - [Approve or Deny Letters](#)
  - [School Assignments](#)
  - [Intent to Attend](#)
  - [Data Entry](#)

Mailbox Students Exceptions Applications Contacts

All Applications Approve or Deny Letters School Assignments Intent to Attend Data Entry

Export to Excel

Applications - School Assignments and Letters to Parents

Year: 2012-2013 Student Name:

Grade: All Grades Res Dist:

School: Select... Search Reset

Includes only approved students.

Enter or overtype the information that should be on the letters. General comments will go on all the letters for all students showing on this page. For specific comments unique to a student, type in the comments on the same line as the student:

Date of Letter: 06/08/2012

Contact Name: Sheila Schmidt Contact Phone: (262) 970-1069 Date School Starts: 09/01/2012

Signature Name: Todd Gray Signature Title: District Administrator General Instructions:

Generate Letters

2 students retrieved

School: Select... Apply to Page Save Changes

Grade	Student	School Assignment	Special Comments	Resident District	Res Dist Appr/Deny
KG	Danfield, Bailey	Waukesha STEM Academy		Madison Metropolitan	Approved
05	Danfield, Norton	Waukesha STEM Academy		Madison Metropolitan	Approved

OPAL

DPI

Mailbox

Students

Open Enrolled

Day in Sept

Education

Day in Jan

Schools

ing Students

Exceptions

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Applications

Approve or Deny

Assignments

to Attend

try

Waukesha

Mailbox	Students	Exceptions	Applications	Contacts	Export to Excel
All Applications	Approve or Deny	Letters	School Assignments	Intent to Attend	Data Entry

Applications - School Assignments and Letters to Parents

Year:  Student Name:

Grade:  Res Dist:

School:

Can change default information---session change only.

Enter or overtype the information that should be on the letters. General comments will go on all the letters for all students showing on this page. For specific comments unique to a student, type in the comments on the same line as the student:

Date of Letter:

Contact Name:  Contact Phone:  Date School Starts:

Signature Name:  Signature Title:  General instructions:

2 students retrieved

School:

Grade	Student	School Assignment	Special Comments	Resident District	Res Dist Appr/Deny
KG	Danfield, Bailey	<input type="text" value="Waukesha STEM Academy"/>	<input type="text"/>	Madison Metropolitan	Approved
05	Danfield, Norton	<input type="text" value="Waukesha STEM Academy"/>	<input type="text"/>	Madison Metropolitan	Approved



OPAL  
[Logout](#)  
[Contact DPI](#)

Mailbox  
[Mailbox](#)

Students  
[Actively Open Enrolled Students](#)  
[Friday in Sept](#)  
[Special Education](#)  
[Friday in Jan](#)  
[Virtual Schools](#)  
[Returning Students](#)

Exceptions  
[Exception Apps](#)  
[Approve or Deny](#)  
[Enrollment](#)  
[Counted by Res](#)  
[Data Entry](#)

Applications  
[Applications](#)  
[Approve or Deny](#)  
[Letters](#)  
[School Assignments](#)  
[Intent to Attend](#)  
[Data Entry](#)

<b>Mailbox</b>	<b>Students</b>	<b>Exceptions</b>	<b>Applications</b>	<b>Contacts</b>	<i>Export to</i>
<b>All Applications</b>	<b>Approve or Deny</b>	<b>Letters</b>	School Assignments	<b>Intent to Attend</b>	<b>Data Entry</b>

**Applications - School Assignments and Letters to Parents**

Year:  Student Name:

Grade:  Res Dist:

School:

Can enter special comments for each student---these comments are saved.

Enter or overtype the information that should be on the letters. General comments will go on all the letters for all students shown on this page. For specific comments unique to a student, type in the comments on the same line as the student:

Date of Letter:

Contact Name:  Contact Phone:  Date School Starts:

Signature Name:  Signature Title:  General instructions:

2 students retrieved School:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	[All]
Grade	Student	School Assignment		Special Comments	Resident District	Res Appr/																					
KG	Danfield, Bailey	<input type="text" value="Waukesha STEM Academy"/>		<input type="text" value="Ms. Jensen, Room 250"/>	Madison Metropolitan	Approve																					
05	Danfield, Norton	<input type="text" value="Waukesha STEM Academy"/>		<input type="text" value="Ms. Jones, Room 225"/>	Madison Metropolitan	Approve																					

Mailbox Students Exceptions Applications Contacts Export to Excel  
All Applications Approve or Deny Letters School Assignments Intent to Attend Data Entry

**Applications - School Assignments and Letters to Parents**

Year:  Student Name:   
 Grade:  Res Dist:   
 School:

When finished, click "Generate Letters".

Select a school from the dropdown menu. Be sure to SAVE!

Enter or overtype the information that should be on the letters. General comments will go on all the letters for all students showing on this page. For specific comments, enter them in the comments on the same line as the student:

Date of Letter:  Date School Starts:   
 Contact Name:  Administrator:   
 Signature Name:  General instructions:

2 students retrieved

Grade	Student	A	B	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	[All]	Special Comments	Resident District	Res Dist Appr/Deny
KG	Danfield, Bailey	<input type="text" value="Select..."/>																		Madison Metropolitan	Approved
05	Danfield, Norton	<input type="text" value="Select..."/>																		Madison Metropolitan	Approved



**Waukesha School District**

222 Maple Ave  
Waukesha WI 53186-4725  
PI-9415 Notice of Assignment and Notice of Intent to Attend

June 8, 2012

Sophie Danfield  
3120 W Seneca Dr  
Appleton, WI 54915

The Waukesha School District has assigned Bailey Danfield to the following school under the open enrollment program:

School: Waukesha STEM Academy  
School starts: Tuesday, September 4, 2012  
Instructions: Meet & Greet Aug. 30

You must respond to this letter to guarantee your space, and your response must be received by Friday, June 29, 2012, indicating if Bailey Danfield will accept this assignment and attend Waukesha STEM Academy. Please fill in the bottom portion of this page and return one copy to the address found at the bottom of this page. Questions may be directed to Sheila Schmidt at (262) 970-1069.

If your application was denied by the Madison Metropolitan School District, your child may not attend Waukesha STEM Academy unless the denial is appealed to the Department of Public Instruction (DPI) and the DPI overturns the denial.

\_\_\_\_\_  
Todd Gray  
District Administrator

Send 2 copies so parent can keep one and return one.

You MUST respond to this letter on or before Friday, June 29, 2012, to guarantee the open-enrollment.

Complete and return to the Waukesha School District no later than Friday, June 29, 2012 per s. 118.51(3)6. Wis. Stats.

Bailey Danfield (check one)...	
<input type="checkbox"/> Will attend Waukesha STEM Academy for the school year of 2012-13	
<input type="checkbox"/> Will NOT attend Waukesha STEM Academy for the school year of 2012-13	
Signature of Parent or Guardian (or student if 18 years or older)	Date Signed

Return one copy of this letter to the address below. School districts must receive your answer by Friday, June 29, 2012. Responses received after that date, regardless of the postmark, may result in the student not being able to attend.

Waukesha School District  
222 Maple Ave  
Waukesha WI 53186-4725  
(262) 970-1069 Voice  
(262) 970-1020 FAX

A horizontal bar at the top of the slide, divided into a red section on the left and a blue section on the right.

# Intent to Attend Tab



**OPAL**  
[Logout](#)  
[Contact DPI](#)

**Mailbox**  
[Mailbox](#)

**Students**  
[Actively Open Enrolled](#)  
[All Students](#)  
[3rd Friday in Sept](#)  
[Special Education](#)  
[2nd Friday in Jan](#)  
[Virtual Schools](#)  
[Returning Students](#)

**Exceptions**  
[All Exception Apps](#)  
[Approve or Deny](#)  
[Enrollment](#)  
[Counted by Res](#)  
[Data Entry](#)

**Applications**  
[All Applications](#)  
[Approve or Deny](#)  
[Letters](#)  
[School Assignments](#)  
[Intent to Attend](#)  
[Data Entry](#)

**Contacts**

<b>Mailbox</b>	<b>Students</b>	<b>Exceptions</b>	<b>Applications</b>	<b>Contacts</b>	<a href="#">Export to Excel</a>
<b>All Applications</b>	<b>Approve or Deny</b>	<b>Letters</b>	<b>School Assignments</b>	<b>Intent to Attend</b>	<b>Data Entry</b>

### Applications - Intent to Attend

Year:

Grade:

- Transfers In
- Transfers Out

Student Name:

Res Dist:

Intentions:

- Will Attend
- Will NOT Attend
- No Answer
- All of the above

Indicate below whether the applicant has responded and how.

*You still need to **click the Save button** afterwards!*

2 students retrieved

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z [All]							
Grade	Student	School Assigned	Will Attend	Will Not Attend	No Answer	Resident District	Res Dist Status
KG	Danfield, Bailey	Waukesha STEM Academy	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Madison Metropolitan	Approved
05	Danfield, Norton	Waukesha STEM Academy	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Madison Metropolitan	Approved

[Go to Top](#)

# 3<sup>rd</sup> Friday Reporting in OPAL

The Students Tab



OPAL

[Logout](#)  
[Contact DPI](#)

Mailbox

[Mailbox](#)

Students

[Actively Open Enrolled](#)  
[All Students](#)  
[3rd Friday in Sept](#)  
[Special Education](#)  
[2nd Friday in Jan](#)  
[Virtual Schools](#)  
[Returning Students](#)

Exceptions

[All Exception Apps](#)  
[Approve or Deny Enrollment](#)  
[Counted by Res](#)  
[Data Entry](#)

Applications

[All Applications](#)  
[Approve or Deny Letters](#)  
[School Assignments](#)  
[Intent to Attend](#)  
[Data Entry](#)

Mailbox	Students	Exceptions	Applications	Contacts		
Actively Open Enrolled	All Students	3rd Friday in Sept	Special Ed	2nd Friday in Jan	Virtual	Returning

PDF | Export to

Students Actively Open-Enrolled

Year:  Student Name:

Grade:  Res Dist:

SPED  
 Non-SPED  
 Exceptions Only  
 Withdrawals Only

Transfers In  
 Transfers Out

This is a list of all actively opened enrolled students.

For a student to be considered "actively open enrolled", they must have been marked as open-enrolled/attending on the [Friday in September tab](#) by the nonresident district or have been enrolled as an exception to the OE application period.

Listed below are students where the district selected above is listed as the **nonresident** district.

**No students found**

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	[All]
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	-------

[Go to Top](#)

The Students Tab opens into the Actively Open Enrolled Tab ---which is empty at the beginning of the school year.

# All Students Tab

Contains all students who could potentially be open enrolled into or out of the district.

# All Students Tab Includes

- All students who were open enrolled at the end of the previous school year:
  - ▣ Every student advanced one grade.
  - ▣ Except:
    - Seniors are dropped, and
    - Eighth grade pupils open enrolled to K8 districts are dropped.
- All new applicants from the previous February – April timeframe.
  - ▣ Whether approved or denied.

<b>Mailbox</b>	<b>Students</b>	<b>Exceptions</b>	<b>Applications</b>	<b>Contacts</b>	<i>Export to Excel</i>	
Actively Open Enrolled	All Students	3rd Friday in Sept	Special Ed	2nd Friday in Jan	Virtual	Returns

### All Students

Year:

Grade:

Transfers In  
 Transfers Out

Student Name:

Res Dist:

SPED  
 Non-SPED  
 Exceptions Only  
 Withdrawals Only

Counted Sept  
 Not Counted Sept  
 Counted Jan  
 Not Counted Jan

Below is a list of **ALL** students, regardless of whether they were marked as attending on any count date.

Listed below are students where Abbotsford is listed as the **nonresident** district.

### 8 students retrieved

Grade	Name	3rd Fri	FTE	2nd Fri	FTE	SPED	Resident District	Date Withdraw	Days Enrolled	Ex	Date Enroll	Days Enroll	FTE
06	<a href="#">Contrary, Mary Q</a>	N	0	N	0	Y	Colby			N			
07	<a href="#">Ella, Cinder</a>	N	0	N	0	N	Colby			N			
08	<a href="#">Franklin, Benjamin</a>	N	0	N	0	N	Colby			Y			
05	<a href="#">Muffett, Missy</a>	N	0	N	0	N	Colby			N			
04	<a href="#">Peep, Bo</a>	N	0	N	0	N	Colby			N			
08	<a href="#">Pepper, Polly</a>	N	0	N	0	N	Owen-Withee			Y			
01	<a href="#">Piper, Tom</a>	N	0	N	0	N	Owen-Withee			N			
08	<a href="#">Thumb, Tom</a>	N	0	N	0	N	Owen-Withee			Y			

[Go to Top](#)



OPAL  
[ut](#)  
[act DPI](#)

Mailbox  
[ox](#)

Students  
[ely Open Enrolled](#)  
[udents](#)  
[riday in Sept](#)  
[ial Education](#)  
[Friday in Jan](#)  
[al Schools](#)  
[arning Students](#)

Exceptions  
[ception Apps](#)  
[ove or Deny](#)  
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[Entry](#)

Applications  
[pplications](#)  
[ove or Deny](#)  
[ers](#)  
[ol Assignments](#)  
[nt to Attend](#)  
[Entry](#)

<b>Mailbox</b>	<b>Students</b>	<b>Exceptions</b>	<b>Applications</b>	<b>Contacts</b>	<i>Export to Excel</i>	
Actively Open Enrolled	All Students	3rd Friday in Sept	Special Ed	2nd Friday in Jan	Virtual	Returns

### All Students

Year:

Grade:

- Transfers In
- Transfers Out

Student Name:

Nonres Dist:

- SPED
- Non-SPED
- Exceptions Only
- Withdrawals Only
- Counted Sept
- Not Counted Sept
- Counted Jan
- Not Counted Jan

Below is a list of **ALL** students, regardless of whether they were marked as attending on any count date.

Listed below are students where Abbotsford is listed as the **resident** district.

9 students retrieved

Grade	Name	3rd Fri	FTE	2nd Fri	FTE	SPED	Nonresident District	Date Withdraw	Days Enrolled	Ex	Date Enroll	Days Enroll	FTE
05	<a href="#">Claus, Santa</a>	N	0	N	0	N	Owen-Withee			N			
01	<a href="#">Dumpty, Humpty</a>	N	0	N	0	N	Medford Area Public			N			
07	<a href="#">Flowers, May</a>	N	0	N	0	Y	Athens			N			
12	<a href="#">Goode, Johnny B</a>	N	0	N	0	N	Colby			N			
09	<a href="#">Moon, Blue</a>	N	0	N	0	N	Colby			N			
11	<a href="#">Rain, Misty</a>	N	0	N	0	N	Colby			N			
06	<a href="#">Saint, Nick</a>	N	0	N	0	N	Colby			N			
10	<a href="#">Shirreffs, Alvcia L</a>	N	0	N	0	Y	Colby			N			
02	<a href="#">Sunshine, Mary</a>	N	0	N	0	N	Medford Area Public			N			

[Go to Top](#)



OPAL

[DPI](#)

Mailbox

Students

[Open Enrolled](#)

[Sept](#)

[Education](#)

[Jan](#)

[Schools](#)

[ing Students](#)

Exceptions

[ption Apps](#)

[e or Deny](#)

[ent](#)

[d by Res](#)

[ntry](#)

Applications

[ications](#)

[e or Deny](#)

[Assignments](#)

[to Attend](#)

[ntry](#)

# 3<sup>rd</sup> Friday in September Tab

Students are open enrolled if they were:

- OE on the 3<sup>rd</sup> Friday in September
- or
- Were OE at least one day before and one day after the 3<sup>rd</sup> Friday in September.

# 3<sup>rd</sup> Friday List

- Is temporary. Can be used only from the beginning of the school year to around October 1.
- Quickly fills database.
- Once the nonresident district makes entry, the database is updated.
- No emails are sent when a student is reported as OE or not OE or if the record is changed.
- Is not used to record alternative application students' 3<sup>rd</sup> Friday status.

# Procedure for 3<sup>rd</sup> Friday list

- Nonresident district indicates OE status:
  - ▣ Open enrolled or not open enrolled
  - ▣ Enter FTE for 4K and 5K
- Resident district agrees or disagrees:
  - ▣ Cannot act until nonresident district enters info.
  - ▣ If disagree, email is sent to the nonresident districts. Districts must resolve.
- N/A means the district has not yet made its entries.



- OPAL
- [Logout](#)
- [Contact DPI](#)
- Mailbox
- [Mailbox](#)
- Students
- [Actively Open Enrolled](#)
- [Students](#)
- [3rd Friday in Sept](#)
- [Special Education](#)
- [2nd Friday in Jan](#)
- [Virtual Schools](#)
- [Returning Students](#)
- Exceptions
- [Exception Apps](#)
- [Approve or Deny](#)
- [Enrollment](#)
- [Counted by Res](#)
- [Data Entry](#)
- Applications
- [Applications](#)
- [Approve or Deny](#)
- [Letters](#)
- [School Assignments](#)
- [Parent to Attend](#)
- [Data Entry](#)
- Contacts

Mailbox	Students	Exceptions	Applications	Contacts	<i>Export to Excel</i>	
Actively Open Enrolled	All Students	3rd Friday in Sept	Special Ed	2nd Friday in Jan	Virtual	Returns

**Students - Open-Enrolled on 3rd Friday in September**

Year:  Student Name:

Grade:  Res Dist:

Transfers In  Transfers Out

Resident District **Abbotsford**

Agrees  Open-Enrolled

Disagrees  Not Open-Enrolled

No Information  No Information

All of the above  All of the above

Indicate below whether each student was **in attendance as an open-enrolled student** on the 3rd Friday in September or on one day before AND one day after.

*You still need to **click the Save button** afterwards!*

8 students retrieved

Status	Grade	Student	Open-Enrolled at Abbotsford	Not Open-Enrolled at Abbotsford	FTE	Resident District	Res Agrees
	06	Contrary, Mary Q	<input checked="" type="radio"/>	<input type="radio"/>		Colby	n/a
	07	Ella, Cinder	<input checked="" type="radio"/>	<input type="radio"/>		Colby	n/a
	08	Franklin, Benjamin	<input checked="" type="radio"/>	<input type="radio"/>		Colby	n/a
	05	Muffett, Missy	<input type="radio"/>	<input checked="" type="radio"/>		Colby	n/a
	04	Peep, Bo	<input checked="" type="radio"/>	<input type="radio"/>		Colby	n/a
	08	Pepper, Polly	<input checked="" type="radio"/>	<input type="radio"/>		Owen-Withee	n/a
	KG	Piper, Tom	<input checked="" type="radio"/>	<input type="radio"/>	<input type="text" value="1.0"/>	Owen-Withee	n/a
	08	Thumb, Tom	<input checked="" type="radio"/>	<input type="radio"/>		Owen-Withee	n/a



OPAL  
[Logout](#)  
[Contact DPI](#)

Mailbox  
[Mailbox](#)

Students  
[Actively Open Enrolled Students](#)  
[2nd Friday in Sept](#)  
[Special Education](#)  
[2nd Friday in Jan](#)  
[Virtual Schools](#)  
[Returning Students](#)

Exceptions  
[Exception Apps](#)  
[Approve or Deny](#)  
[Enrollment](#)  
[Counted by Res](#)  
[Data Entry](#)

Applications  
[Applications](#)  
[Approve or Deny](#)  
[Letters](#)  
[School Assignments](#)  
[Parent to Attend](#)  
[Data Entry](#)

Contacts

Mailbox	Students	Exceptions	Applications	Contacts	Export to Excel	
Actively Open Enrolled	All Students	3rd Friday in Sept	Special Ed	2nd Friday in Jan	Virtual	Returns

Students - Open-Enrolled on 3rd Friday in September

Year:  Student Name:

Grade:  Nonres Dist:

Transfers In  
 Transfers Out

Owen-Withee Nonresident District

Agrees  Open-Enrolled  
 Disagrees  Not Open-Enrolled  
 No Information  No Information  
 All of the above  All of the above

Indicate below whether you agree or disagree with the nonresident district.

You still need to **click the Save button** afterwards!

5 students retrieved

Status	Grade	Student	Nonresident District	Open-Enrolled at Nonres	Nonres FTE	Agree with Nonresident	Disagree with Nonresident
	10	Gander, Goosey	Medford Area Public	n/a		<input type="radio"/>	<input type="radio"/>
	08	Pepper, Polly	Abbotsford	Open-Enrolled	1.0	<input checked="" type="radio"/>	<input type="radio"/>
	KG	Piper, Tom	Abbotsford	Open-Enrolled	1.0	<input type="radio"/>	<input checked="" type="radio"/>
	09	Porgie, Georgey	Augusta	n/a		<input type="radio"/>	<input type="radio"/>
	08	Thumb, Tom	Abbotsford	Open-Enrolled	1.0	<input type="radio"/>	<input type="radio"/>

[Go to Top](#)

<b>Mailbox</b>	<b>Students</b>	<b>Exceptions</b>	<b>Applications</b>	<b>Contacts</b>	<i>Export to Excel</i>	
Actively Open Enrolled	All Students	3rd Friday in Sept	Special Ed	2nd Friday in Jan	Virtual	Returns

**Students - Special Education**

Year:

Student Name:

Resident District **Abbotsford**

Grade:

Res Dist:

- Agrees
- Disagrees
- No Information
- All of the above
- SPED
- Not SPED
- No Information
- All of the above

Special Education tab includes only students who are reported as OE. Is pre-populated with information from last year or from the application. Only need to change.

ed as attending on the 3rd Friday in September, or who enrolled as an exception

ing special education services.  
*wards!*

Mark All as Not SPED

7 students retrieved

Status	Grade	Student	SPED Abbotsford	Not SPED Abbotsford	Resident District	RES Agrees
	06	Contrary, Mary Q	<input checked="" type="radio"/>	<input type="radio"/>	Colby	n/a
	07	Ella, Cinder	<input type="radio"/>	<input checked="" type="radio"/>	Colby	n/a
	08	Franklin, Benjamin	<input type="radio"/>	<input checked="" type="radio"/>	Colby	n/a
	04	Peep, Bo	<input type="radio"/>	<input checked="" type="radio"/>	Colby	n/a
	08	Pepper, Polly	<input type="radio"/>	<input checked="" type="radio"/>	Owen-Withee	n/a
	KG	Piper, Tom	<input type="radio"/>	<input checked="" type="radio"/>	Owen-Withee	n/a
	08	Thumb, Tom	<input type="radio"/>	<input checked="" type="radio"/>	Owen-Withee	n/a



- OPAL
- ut
- act DPI
- Mailbox
- ox
- Students
- ely Open Enrolled
- udents
- riday in Sept
- ial Education
- Friday in Jan
- al Schools
- arning Students
- Exceptions
- ception Apps
- ove or Deny
- llment
- nted by Res
- Entry
- Applications
- pplications
- ove or Deny
- ers
- ol Assignments
- nt to Attend
- Entry

<b>Mailbox</b>	<b>Students</b>	<b>Exceptions</b>	<b>Applications</b>	<b>Contacts</b>	<i>Export to Excel</i>	
Actively Open Enrolled	All Students	3rd Friday in Sept	Special Ed	2nd Friday in Jan	Virtual	Returns

**Students - Special Education**

Year:  Student Name:

Grade:  Nonres Dist:

Transfers In  
 Transfers Out

**Owen-Withee**  
 Agrees  
 Disagrees  
 No Information  
 All of the above

**Nonresident District**  
 SPED  
 Not SPED  
 No Information  
 All of the above

Listed below are all students who were marked as attending on the 3rd Friday in September, or who enrolled as an exception during the year.

Indicate below whether you agree or disagree with the nonresident district.  
**You still need to click the Save button afterwards!**

3 students retrieved

Status	Grade	Student	Nonresident District	Nonres SPED	Agree with Nonresident	Disagree with Nonresident
	08	Pepper, Polly	Abbotsford	Not SPED	<input checked="" type="radio"/>	<input type="radio"/>
	KG	Piper, Tom	Abbotsford	Not SPED	<input checked="" type="radio"/>	<input type="radio"/>
	08	Thumb, Tom	Abbotsford	Not SPED	<input checked="" type="radio"/>	<input type="radio"/>

[Go to Top](#)

# After the List is Frozen

- The third Friday list will be frozen about a week before October 1.
  - You will no longer be able to make entries on the list.
- However, the data are not frozen.
  - You must make changes for each student individually from the All Students or Actively Open Enrolled lists and click on the Change Enrollment tab.

# 2<sup>nd</sup> Friday in January list

- The 2<sup>nd</sup> Friday list works very much like the 3<sup>rd</sup> Friday list, except:
- No changes are made to the database from entries on the 2<sup>nd</sup> Friday list.
- The 2<sup>nd</sup> Friday list is for inter-district communication only.

# The Returns Tab

Brings back seniors from prior school year who did not graduate.

Brings back students who were withdrawn over the summer, but did not leave the district and did not attend elsewhere.

<b>Mailbox</b>	<b>Students</b>	<b>Exceptions</b>	<b>Applications</b>	<b>Contacts</b>	
Actively Open Enrolled	All Students	3rd Friday in Sept	Special Ed	2nd Friday in Jan	Virtual
					<b>Returns</b>

### Students - Possible Students to Retain

Year:  Student Name:

Grade:  Res Dist:

Transfers In  Transfers Out

#### Returning Seniors

Listed below are the 12th graders that were open-enrolled in 2011-2012 (the previous year).

These students were not automatically retained, as most of them probably graduated and are no longer in high school.

If they did not advance, and you wish to retain them in the same grade this year, please click the Retain link found next to their name. They will then show up in the All Students tab (above left).

**No students found using the criteria above**

[Go to Top](#)

#### Summer Withdrawals

Below are the students who were withdrawn over the summer, so they will not appear in the all students list this year. Click the retain button next to their name to 'un-withdraw' them and create a record for them this year.

#### 2 students retrieved

	Grade	Student	Date of Birth	Resident District
<a href="#">Retain</a>	05	Blue, Little	11/16/2000	Owen-Withee
<a href="#">Retain</a>	05	Nimble, Jack	05/06/2001	Colby



<b>Mailbox</b>	<b>Students</b>	<b>Exceptions</b>	<b>Applications</b>	<b>Contacts</b>	
Actively Open Enrolled	All Students	3rd Friday in Sept	Special Ed	2nd Friday in Jan	Virtual Returns

**Students - Possible Students to Retain**

Year:  Student Name:

Grade:  Res Dist:

Transfers In

**Message from webpage** [X]

 Are you sure you want to add <sup>⚠⚠⚠</sup> Blue, Little <sup>⚠⚠⚠</sup> back and promote to grade 06?

**Returning**

Listed by  
2011-20

These students were probably graduated and are no longer in high school.

If they did not advance, and you wish to retain them in the same grade this year, please click the Retain link found next to their name. They will then show up in the All Students tab (above left).

**No students found using the criteria above**

[Go to Top](#)

**2 students retrieved**

	Grade	Student	Date of Birth	Resident District
<a href="#">Retain</a>	05	Blue, Little	11/16/2000	Owen-Withee
<a href="#">Retain</a>	05	Nimble, Jack	05/06/2001	Colby

Places student in All Students list. Need to report as OE or not OE.

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[Logout](#)  
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**Mailbox**  
[Mailbox](#)

**Students**  
[Actively Open Enrolled](#)  
[All Students](#)  
[3rd Friday in Sept](#)  
[Special Education](#)  
[2nd Friday in Jan](#)  
[Virtual Schools](#)  
[Returning Students](#)

**Exceptions**  
[All Exception Apps](#)  
[Approve or Deny Enrollment](#)  
[Counted by Res Data Entry](#)

**Applications**  
[All Applications](#)  
[Approve or Deny Letters](#)  
[School Assignments](#)  
[Intent to Attend](#)  
[Data Entry](#)

re withdrawn over the  
in the all students list thi  
t to their name to 'un-  
ford for them this year.



**OPAL**

[Logout](#)  
[Contact DPI](#)

**Mailbox**

[Mailbox](#)

**Students**

[Actively Open Enrolled](#)  
[All Students](#)  
[3rd Friday in Sept](#)  
[Special Education](#)  
[2nd Friday in Jan](#)  
[Virtual Schools](#)  
[Returning Students](#)

**Exceptions**

[All Exception Apps](#)  
[Approve or Deny Enrollment](#)  
[Counted by Res Data Entry](#)

**Applications**

[All Applications](#)  
[Approve or Deny Letters](#)  
[School Assignments Intent to Attend](#)  
[Data Entry](#)

<b>Mailbox</b>	<b>Students</b>	<b>Exceptions</b>	<b>Applications</b>	<b>Contacts</b>	<i>Export to</i>
Actively Open Enrolled	All Students	3rd Friday in Sept	Special Ed	2nd Friday in Jan	Virtual
					Returns

**All Students**

Year:

Grade:

- Transfers In
- Transfers Out

Student Name:

Res Dist:

- SPED
- Non-SPED
- Exceptions Only
- Withdrawals Only

- Counted Sep
- Not Counted Sept
- Counted Jan
- Not Counted

Below is a list of **ALL** students, regardless of whether they were marked as attending on any count date.

Listed below are students where Abbotsford is listed as the **nonresident** district.

9 students retrieved

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	[All]
Grade	Name	3rd Fri	FTE	2nd Fri	FTE	SPED	Resident District	Date Withdraw	Days Enrolled	Ex	Date Enroll	Days Enroll															
06	<a href="#">Blue, Little B</a>	N	0	N	0	Y	Colby			N																	
06	<a href="#">Contrary, Mary Q</a>	Y	1	N	0	Y	Colby			N																	
07	<a href="#">Ella, Cinder</a>	Y	1	N	0	N	Colby			N																	
08	<a href="#">Franklin, Benjamin</a>	Y	1	N	0	N	Colby			Y																	
05	<a href="#">Muffett, Missy</a>	N	0	N	0	N	Colby			N																	
04	<a href="#">Peep, Bo</a>	Y	1	N	0	N	Colby			N																	
08	<a href="#">Pepper, Polly</a>	Y	1	N	0	N	Owen-Withee			Y																	
KG	<a href="#">Piper, Tom</a>	Y	1	N	0	N	Owen-Withee			N																	
08	<a href="#">Thumb, Tom</a>	Y	1	N	0	N	Owen-Withee			Y																	

[Go to Top](#)

# Actively Open Enrolled Tab

- Shows all students who are actually open enrolled into and out of your district.
- Shows Grade, SPED status, FTE, withdrawals and amount of aid transferred.
- Reflects all changes in “real” time.
- This is the list that matters.

<b>Mailbox</b>	<b>Students</b>	<b>Exceptions</b>	<b>Applications</b>	<b>Contacts</b>	<a href="#">PDF</a>   <a href="#">Export to Excel</a>	
Actively Open Enrolled	All Students	3rd Friday in Sept	Special Ed	2nd Friday in Jan	Virtual	Returns

### Students Actively Open-Enrolled

Year:

Student Name:

SPED

Grade:

Res Dist:

Non-SPED

Transfers In

Exceptions Only

Transfers Out

Withdrawals Only

This is a list of all actively opened enrolled students.

**“Real Time”**. Updates immediately when change is proposed and approved.

For a student to be considered **“actively open enrolled”**, they must have been enrolled in **Friday in September** tab by the nonresident district or have been enrolled in the district.

Listed below are students where Abbotsford is listed as the **nonresident** district.

7 students retrieved

Grade	Name	FTE	SPED	W/D	Ex	Resident District	Estimated Amount
06	<a href="#">Contrary, Mary Q</a>	1.0	Yes			Colby	<a href="#">0.00</a>
07	<a href="#">Ella, Cinder</a>	1.0				Colby	<a href="#">6,445.00</a>
08	<a href="#">Franklin, Benjamin</a>	1.0				Colby	<a href="#">6,445.00</a>
04	<a href="#">Peep, Bo</a>	1.0				Colby	<a href="#">6,445.00</a>
08	<a href="#">Pepper, Polly</a>	1.0				Owen-Withee	<a href="#">6,445.00</a>
KG	<a href="#">Piper, Tom</a>	1.0				Owen-Withee	<a href="#">6,445.00</a>
08	<a href="#">Thumb, Tom</a>	1.0				Owen-Withee	<a href="#">6,445.00</a>
<b>All Pages:</b>	<b>7 students</b>	<b>7.0</b>					<b>38,670.00</b>

[Go to Top](#)

Grade	Student	FTE	SPED	Withdrew	Exception	Resident District	Estimated Amount
06	Contrary, Mary Q	1.0	Yes			Colby	0.00
07	Ella, Cinder	1.0				Colby	6,445.00
08	Franklin, Benjamin	1.0				Colby	6,445.00
04	Peep, Bo	1.0				Colby	6,445.00
08	Pepper, Polly	1.0				Owen-Withee	6,445.00
KG	Piper, Tom	1.0				Owen-Withee	6,445.00
08	Thumb, Tom	1.0				Owen-Withee	6,445.00
Total Students: 7		Total FTE: 7.0					Total Amount: \$38,670.00

<b>Mailbox</b>	<b>Students</b>	<b>Exceptions</b>	<b>Applications</b>	<b>Contacts</b>	<a href="#">PDF</a>   <a href="#">Export to Excel</a>	
Actively Open Enrolled	All Students	3rd Friday in Sept	Special Ed	2nd Friday in Jan	Virtual	Returns

### Students Actively Open-Enrolled

Year:  Student Name:

Grade:  Nonres Dist:

Transfers In  
 Transfers Out

SPED  
 Non-SPED  
 Exceptions Only  
 Withdrawals Only

This is a list of all actively opened enrolled students.

For a student to be considered "**actively open enrolled**", they must have been marked as open-enrolled/attending on the 3rd Friday in September tab by the nonresident district or have been enrolled as an exception to the OE application period.

Listed below are students where Abbotsford is listed as the **resident** district.

10 students retrieved

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z [All]							
Grade	Name	FTE	SPED	W/D	Ex	Nonresident District	Final Amount
02	<a href="#">Bear, Baby</a>	1.0		Yes		Colby	<a href="#">1,564.00</a>
04	<a href="#">Claus, Santa</a>	1.0				Owen-Withee	<a href="#">6,867.00</a>
KG	<a href="#">Dumpty, Humpty</a>	1.0				Medford Area Public	<a href="#">6,867.00</a>
06	<a href="#">Flowers, May</a>	1.0	Yes			Athens	<a href="#">0.00</a>
11	<a href="#">Goode, Johnny B</a>	1.0				Colby	<a href="#">6,867.00</a>
03	<a href="#">Hood, Riding</a>	1.0		Yes		Colby	<a href="#">2,938.00</a>
08	<a href="#">Moon, Blue</a>	1.0				Colby	<a href="#">6,867.00</a>
10	<a href="#">Rain, Misty</a>	1.0				Colby	<a href="#">6,867.00</a>
05	<a href="#">Saint, Nick</a>	1.0				Colby	<a href="#">6,867.00</a>
01	<a href="#">Sunshine, Mary</a>	1.0				Medford Area Public	<a href="#">6,867.00</a>
<b>All Pages:</b>	<b>10 students</b>	<b>10.0</b>					<b>52,571.00</b>

# Entering Changes of Status in OPAL

The Students Tab

# Data that can be changed

- Student's data: name, birth date/age, gender, race/ethnicity.
- Parent(s) data: name(s), address, phone, email
- Enrollment data: Resident District (current year or next year), 3<sup>rd</sup> Friday & 2<sup>nd</sup> Friday OE status, FTE, SPED status (current year or next year), virtual charter school status
- Withdraw from OE: withdrawal date, days of OE, reason for withdrawal.

# When a Change is Proposed

- One district enters change in data.
- An email is sent to the other district.
- Other district signs into OPAL.
- Accept or Reject
  - Accept – database is updated.
  - Reject – database is not updated.
    - Email is sent to other district notifying of disagreement.
    - Districts resolve issue, make needed changes.



**OPAL**

[Logout](#)  
[Contact DPI](#)

**Mailbox**

[Mailbox](#)

**Students**

[Actively Open Enrolled](#)  
[All Students](#)  
[3rd Friday in Sept](#)  
[Special Education](#)  
[2nd Friday in Jan](#)  
[Virtual Schools](#)  
[Returning Students](#)

**Exceptions**

[All Exception Apps](#)  
[Approve or Deny](#)  
[Enrollment](#)  
[Counted by Res](#)  
[Data Entry](#)

**Applications**

[All Applications](#)  
[Approve or Deny](#)  
[Letters](#)  
[School Assignments](#)  
[Intent to Attend](#)  
[Data Entry](#)

Mailbox	Students	Exceptions	Applications	Contacts
Summary		Action Needed	Pending	Approval History

**Transfers In**

- 0 [New Data Change Requests](#)
- 0 [Students with Pending Data Change Requests](#)

**Responses to Your Requests**

- 17 [Approved Student Data Change Requests](#)
- 0 [Rejected Student Data Change Requests](#)

**Your Responses to Others**

- 1 [Approved Student Data Change Requests](#)
- 0 [Rejected Student Data Change Requests](#)

**Transfers Out**

- 0 [New Data Change Requests](#)
- 0 [Students with Pending Data Change Requests](#)

**Responses to Your Requests**

- 9 [Approved Student Data Change Requests](#)
- 0 [Rejected Student Data Change Requests](#)

**Your Responses to Others**

- 1 [Approved Student Data Change Requests](#)
- 0 [Rejected Student Data Change Requests](#)



**OPAL**

[Logout](#)  
[Contact DPI](#)

**Mailbox**

[Mailbox](#)

**Students**

[Actively Open Enrolled](#)  
[All Students](#)  
[3rd Friday in Sept](#)  
[Special Education](#)  
[2nd Friday in Jan](#)  
[Virtual Schools](#)  
[Returning Students](#)

**Exceptions**

[All Exception Apps](#)  
[Approve or Deny Enrollment](#)  
[Counted by Res Data Entry](#)

**Applications**

[All Applications](#)  
[Approve or Deny Letters](#)  
[School Assignments](#)  
[Intent to Attend](#)  
[Data Entry](#)

Mailbox	Students	Exceptions	Applications	Contacts
Actively Open Enrolled	All Students	3rd Friday in Sept	Special Ed	2nd Friday in Jan
				Virtual
				Returns

[PDF](#) | [Export to](#)

**Students Actively Open-Enrolled**

Year:  Student Name:

Grade:  Res Dist:

SPED  
 Non-SPED  
 Exceptions Only  
 Withdrawals Only

Transfers In  
 Transfers Out

This is a list of all actively opened enrolled students.

For a student to be considered "actively open enrolled", they must have been marked as open-enrolled/attending on the [Friday in September tab](#) by the nonresident district or have been enrolled as an exception to the OE application period.

Listed below are students where the district selected above is listed as the **nonresident** district.

7 students retrieved

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	[All]				
Grade	Name																									FTE	SPED	W/D	Ex	Resident District	Estimated Amount
06	<a href="#">Contrary, Mary Q</a>																									1.0	Yes			Colby	
07	<a href="#">Ella, Cinder</a>																									1.0				Colby	6.4
08	<a href="#">Franklin, Benjamin</a>																									1.0				Colby	6.4
04	<a href="#">Peep, Bo</a>																									1.0				Colby	6.4
08	<a href="#">Pepper, Polly</a>																									1.0				Owen-Withee	6.4
KG	<a href="#">Piper, Tom</a>																									1.0				Owen-Withee	6.4
08	<a href="#">Thumb, Tom</a>																									1.0				Owen-Withee	6.4
<b>All Pages:</b>	<b>7 students</b>																									<b>7.0</b>					<b>38,67</b>

[Go to Top](#)



<b>Mailbox</b>	<b>Students</b>	<b>Exceptions</b>	<b>Applications</b>	<b>Contacts</b>
<a href="#">Back to Students</a>	<a href="#">Student Summary</a>	<a href="#">Change Name, etc</a>	<a href="#">Change Enrollment</a>	<a href="#">Withdraw Student</a>
		<a href="#">Change Parents/Addr</a>	<a href="#">Aid Calculati</a>	

**Current Student Data, School Year 2012-2013**

Student Name: **Polly Pepper** Parent/Guardian: Red Pepper  
 DOB / Gender: 10/09/2000, Female Mailing Address: 222 Garden Lane  
 Owen, WI 54460  
 Age on 9/1/2012: 11 years old Street Address: 222 Garden Lane  
 Owen, WI 54460  
 Grade for 2012-2013: 08  
 Ethnicity: Not Hispanic Phone: (555) 555-5555 (home)  
 White (555) 555-5555 (work)  
 Special Needs: Email: pickledpeppers@yahoo.com

Resident School District: Owen-Withee First Open Enrolled: 2011-2012  
 Nonresident School District: Abbotsford  
 Is open-enrolled to Abbotsford, FTE of 1.0

No changes are pending for this student.

**OPAL**  
[Logout](#)  
[Contact DPI](#)

**Mailbox**  
[Mailbox](#)

**Students**  
[Actively Open Enrolled](#)  
[All Students](#)  
[3rd Friday in Sept](#)  
[Special Education](#)  
[2nd Friday in Jan](#)  
[Virtual Schools](#)  
[Returning Students](#)

**Exceptions**  
[All Exception Apps](#)  
[Approve or Deny Enrollment](#)  
[Counted by Res Data Entry](#)

**Applications**  
[All Applications](#)  
[Approve or Deny Letters](#)  
[School Assignments](#)  
[Intent to Attend](#)  
[Data Entry](#)

# Change Name, etc.

Name

Date of Birth

Gender

Race/Ethnicity



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[Logout](#)  
[Contact DPI](#)

**Mailbox**

[Mailbox](#)

**Students**

[Actively Open Enrolled](#)  
[All Students](#)  
[3rd Friday in Sept](#)  
[Special Education](#)  
[2nd Friday in Jan](#)  
[Virtual Schools](#)  
[Returning Students](#)

**Exceptions**

[All Exception Apps](#)  
[Approve or Deny](#)  
[Enrollment](#)  
[Counted by Res](#)  
[Data Entry](#)

**Applications**

[All Applications](#)  
[Approve or Deny](#)  
[Letters](#)  
[School Assignments](#)  
[Intent to Attend](#)  
[Data Entry](#)

Mailbox	Students	Exceptions	Applications	Contacts
<a href="#">Back to Students</a>	<a href="#">Student Summary</a>	<a href="#">Change Name, etc</a>	<a href="#">Change Enrollment</a>	<a href="#">Withdraw Student</a>
				<a href="#">Change Parents/Addr</a>
				<a href="#">Aid Calculati</a>

**Pepper, Polly**  
10/09/2000

Resident District: Owen-Withee  
Nonresident District: Abbotsford

First Open Enrolled: 2011-2012  
(2013 / 337182)

Name, dob, gender and ethnicity data are listed here. If this data is incorrect or missing, please click on the EDIT button below the data and overtype the incorrect data with the correct values.

An email will be sent automatically to Owen-Withee asking them to review your changes and accept them if they agree.

If they do not agree, you will receive an email informing you of the rejection, although we encourage districts to work out differences by phone beforehand.

Questions? Contact Mary Jo Cleaver at (608) 267-9101.

Last Name: Pepper  
First Name: Polly  
Middle Initial:  
Date of Birth: 10/09/2000  
Gender: Female  
Ethnicity: Not Hispanic White

[Edit](#)

[Logout](#)[Contact DPI](#)**Mailbox**[Mailbox](#)**Students**[Actively Open Enrolled](#)[All Students](#)[3rd Friday in Sept](#)[Special Education](#)[2nd Friday in Jan](#)[Virtual Schools](#)[Returning Students](#)**Exceptions**[All Exception Apps](#)[Approve or Deny](#)[Enrollment](#)[Counted by Res](#)[Data Entry](#)**Applications**[All Applications](#)[Approve or Deny](#)[Letters](#)[School Assignments](#)[Intent to Attend](#)[Data Entry](#)**Contacts**[Open Enroll Contacts](#)

Name, dob, gender and ethnicity data are listed here. If this data is incorrect or missing, please click on the EDIT button below the data and overtype the incorrect data with the correct values.

An email will be sent automatically to Owen-Withee asking them to review your changes and accept them if they agree.

If they do not agree, you will receive an email informing you of the rejection, although we encourage districts to work out differences by phone beforehand.

Questions? Contact Mary Jo Cleaver at (608) 267-9101.

**Your changes awaiting acceptance:**

Last Name:	<input type="text" value="Pepper"/>
First Name:	<input type="text" value="Polly"/>
Middle Initial:	<input type="text"/>
Date of birth:	<input type="text" value="10/09/2000"/>
Gender:	<input type="radio"/> Male <input checked="" type="radio"/> Female
Ethnicity:	<input type="checkbox"/> Hispanic <input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/> Asian <input type="checkbox"/> Black/African American <input type="checkbox"/> Native Hawaiian/Pacific Islander <input checked="" type="checkbox"/> White
Comments:	<input type="text"/>
	<input type="button" value="Delete"/> <input type="button" value="Save"/>

Last Name: Pepper

First Name: Polly

Middle Initial:

Date of Birth: 10/09/2000

Gender: Female

Ethnicity: Not Hispanic  
White

below. However, if these changes are no longer needed, you can delete the request by using the DELETE button found at the bottom of the page.

Gender: Female  
Ethnicity: Not Hispanic  
White

Once Owen-Withee accepts your changes, the database will be automatically updated.

Questions? Contact Mary Jo Cleaver at (608) 267-9101.

**Your changes awaiting acceptance:**

Last Name:	<input type="text" value="Salt"/>
First Name:	<input type="text" value="Polly"/>
Middle Initial:	<input type="text"/>
Date of birth:	<input type="text" value="10/09/2000"/>
Gender:	<input type="radio"/> Male <input checked="" type="radio"/> Female
Ethnicity:	<input type="checkbox"/> Hispanic <input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/> Asian <input type="checkbox"/> Black/African American <input type="checkbox"/> Native Hawaiian/Pacific Islander <input checked="" type="checkbox"/> White
Comments:	<input type="text"/>
<input type="button" value="Delete"/> <input type="button" value="Save"/>	

OPAL sends an email to the other district, notifying them of the change.

- Students**
  - [Actively Open Enrolled All Students](#)
  - [3rd Friday in Sept Special Education](#)
  - [2nd Friday in Jan Virtual Schools](#)
  - [Returning Students](#)
- Exceptions**
  - [All Exception Apps](#)
  - [Approve or Deny Enrollment](#)
  - [Counted by Res Data Entry](#)
- Applications**
  - [All Applications](#)
  - [Approve or Deny Letters](#)
  - [School Assignments Intent to Attend](#)
  - [Data Entry](#)
- Contacts**
  - [Open Enroll Contacts](#)





<b>Mailbox</b>	<b>Students</b>	<b>Exceptions</b>	<b>Applications</b>	<b>Contacts</b>
<a href="#">Back to Students</a>	<a href="#">Student Summary</a>	<a href="#">Change Name, etc</a>	<a href="#">Change Enrollment</a>	<a href="#">Withdraw Student</a>
		<a href="#">Change Parents/Addr</a>		<a href="#">Aid Calculati</a>

**Current Student Data, School Year 2012-2013**

Student Name: **Polly Pepper** Parent/Guardian: Red Pepper  
 DOB / Gender: 10/09/2000, Female Mailing Address: 222 Garden Lane  
 Owen, WI 54460  
 Age on 9/1/2012: 11 years old Street Address: 222 Garden Lane  
 Owen, WI 54460  
 Grade for 2012-2013: 08  
 Ethnicity: Not Hispanic White Phone: (555) 555-5555 (home)  
 (555) 555-5555 (work)  
 Special Needs: Email: pickledpeppers@yahoo.com

Resident School District: Owen-Withee First Open Enrolled: 2011-2012  
 Nonresident School District: Abbotsford  
 Is open-enrolled to Abbotsford, FTE of 1.0

**You have changes awaiting approval on these tabs:**

- [Name, DOB, and Ethnic tab](#)

*Click on the above links to see the pending changes*

*Please act on any Parents tab changes (if listed above) before any others.*

**OPAL**  
[Logout](#)  
[Contact DPI](#)

**Mailbox**  
[Mailbox](#)

**Students**  
[Actively Open Enrolled](#)  
[All Students](#)  
[3rd Friday in Sept](#)  
[Special Education](#)  
[2nd Friday in Jan](#)  
[Virtual Schools](#)  
[Returning Students](#)

**Exceptions**  
[All Exception Apps](#)  
[Approve or Deny](#)  
[Enrollment](#)  
[Counted by Res](#)  
[Data Entry](#)

**Applications**  
[All Applications](#)  
[Approve or Deny](#)  
[Letters](#)  
[School Assignments](#)  
[Intent to Attend](#)  
[Data Entry](#)

[Logout](#)  
[Contact DPI](#)

## Mailbox

[Mailbox](#)

## Students

[Actively Open Enrolled](#)  
[All Students](#)  
[3rd Friday in Sept](#)  
[Special Education](#)  
[2nd Friday in Jan](#)  
[Virtual Schools](#)  
[Returning Students](#)

## Exceptions

[All Exception Apps](#)  
[Approve or Deny](#)  
[Enrollment](#)  
[Counted by Res](#)  
[Data Entry](#)

## Applications

[All Applications](#)  
[Approve or Deny](#)  
[Letters](#)  
[School Assignments](#)  
[Intent to Attend](#)  
[Data Entry](#)

## Contacts

[Open Enroll Contacts](#)

Name, dob, gender and ethnicity data are listed here. You have previously entered changes and they are shown below and are awaiting acceptance from Owen-Withee.

You can still make changes to the data by entering them below. However, if these changes are no longer needed, you can delete the request by using the DELETE button found at the bottom of the page.

Once Owen-Withee accepts your changes, the database will be automatically updated.

Questions? Contact Mary Jo Cleaver at (608) 267-9101.

### Your changes awaiting acceptance:

Last Name:	<input type="text" value="Salt"/>
First Name:	<input type="text" value="Polly"/>
Middle Initial:	<input type="text"/>
Date of birth:	<input type="text" value="10/09/2000"/>
Gender:	<input type="radio"/> Male <input checked="" type="radio"/> Female
Ethnicity:	<input type="checkbox"/> Hispanic <input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/> Asian <input type="checkbox"/> Black/African American <input type="checkbox"/> Native Hawaiian/Pacific Islander <input checked="" type="checkbox"/> White
Comments:	<input type="text"/>
<input type="button" value="Delete"/> <input type="button" value="Save"/>	

Last Name: Pepper  
 First Name: Polly  
 Middle Initial:  
 Date of Birth: 10/09/2000  
 Gender: Female  
 Ethnicity: Not Hispanic  
 White

OPAL Open Enrollment for

Abbotsford

Mailbox

Students

Exceptions

Applications

Contacts

Summary

Action Needed

Pending

Approval History

### Transfers In

- 0 [New Data Change Requests](#)
- 1 [Students with Pending Data Change Requests](#)

### Responses to Your Requests

- 17 [Approved Student Data Change Requests](#)
- 0 [Rejected Student Data Change Requests](#)

### Your Responses to Others

- 1 [Approved Student Data Change Requests](#)
- 0 [Rejected Student Data Change Requests](#)

### Transfers Out

- 0 [New Data Change Requests](#)
- 0 [Students with Pending Data Change Requests](#)

### Responses to Your Requests

- 9 [Approved Student Data Change Requests](#)
- 0 [Rejected Student Data Change Requests](#)

### Your Responses to Others

- 1 [Approved Student Data Change Requests](#)
- 0 [Rejected Student Data Change Requests](#)



#### OPAL

[Logout](#)  
[Contact DPI](#)

#### Mailbox

[Mailbox](#)

#### Students

[Actively Open Enrolled](#)  
[All Students](#)  
[3rd Friday in Sept](#)  
[Special Education](#)  
[2nd Friday in Jan](#)  
[Virtual Schools](#)  
[Returning Students](#)

#### Exceptions

[All Exception Apps](#)  
[Approve or Deny](#)  
[Enrollment](#)  
[Counted by Res](#)  
[Data Entry](#)

#### Applications

[All Applications](#)  
[Approve or Deny](#)  
[Letters](#)  
[School Assignments](#)  
[Intent to Attend](#)  
[Data Entry](#)

Owen-Withee

Mailbox

Students

Exceptions

Applications

Contacts

Summary

Action Needed

Pending

Approval History

### Transfers In

- 0 [New Data Change Requests](#)
- 0 [Students with Pending Data Change Requests](#)

### Responses to Your Requests

- 11 [Approved Student Data Change Requests](#)
- 0 [Rejected Student Data Change Requests](#)

### Your Responses to Others

- 0 [Approved Student Data Change Requests](#)
- 0 [Rejected Student Data Change Requests](#)

### Transfers Out

- 1 [New Data Change Requests](#)
- 0 [Students with Pending Data Change Requests](#)

### Responses to Your Requests

- 7 [Approved Student Data Change Requests](#)
- 0 [Rejected Student Data Change Requests](#)

### Your Responses to Others

- 7 [Approved Student Data Change Requests](#)
- 0 [Rejected Student Data Change Requests](#)



#### OPAL

[Logout](#)  
[Contact DPI](#)

#### Mailbox

[Mailbox](#)

#### Students

[Actively Open Enrolled](#)  
[All Students](#)  
[3rd Friday in Sept](#)  
[Special Education](#)  
[2nd Friday in Jan](#)  
[Virtual Schools](#)  
[Returning Students](#)

#### Exceptions

[All Exception Apps](#)  
[Approve or Deny](#)  
[Enrollment](#)  
[Counted by Res](#)  
[Data Entry](#)

#### Applications

[All Applications](#)  
[Approve or Deny](#)  
[Letters](#)  
[School Assignments](#)  
[Intent to Attend](#)  
[Data Entry](#)



**OPAL**

[Logout](#)  
[Contact DPI](#)

**Mailbox**

[Mailbox](#)

**Students**

[Actively Open Enrolled](#)  
[All Students](#)  
[3rd Friday in Sept](#)  
[Special Education](#)  
[2nd Friday in Jan](#)  
[Virtual Schools](#)  
[Returning Students](#)

**Exceptions**

[All Exception Apps](#)  
[Approve or Deny](#)  
[Enrollment](#)  
[Counted by Res](#)  
[Data Entry](#)

**Applications**

[All Applications](#)  
[Approve or Deny](#)  
[Letters](#)  
[School Assignments](#)  
[Intent to Attend](#)  
[Data Entry](#)

<b>Mailbox</b>	<b>Students</b>	<b>Exceptions</b>	<b>Applications</b>	<b>Contacts</b>
Summary	Action Needed		Pending	Approval History

*Export to*

**Requests Received from Other Districts - Action Needed**

Year:

Grade:

Student Name:

Requested By:

Transfers In  
 Transfers Out

Listed below are students where the district selected above is listed as the **resident** district.

**1 student retrieved**

Grade	Name	Date of Birth	Requested By	Need Response From
08	<a href="#">Pepper, Polly</a>	10/09/2000	Abbotsford	Owen-Withee

[Go to Top](#)







Mailbox	Students	Exceptions	Applications	Contacts
<a href="#">Back to Students</a>	<a href="#">Student Summary</a>	<a href="#">Change Name, etc</a>	<a href="#">Change Enrollment</a>	<a href="#">Withdraw Student</a>
				<a href="#">Change Parents/Addr</a>
				<a href="#">Aid Calculati</a>

**Pepper, Polly**  
10/09/2000

Resident District:	Owen-Withee	First Open Enrolled:	2011-2012
Nonresident District:	Abbotsford		(2013 / 337182)

Name, dob, gender and ethnicity data are listed here. You may make changes to this data if it is missing or incorrect.

Last Name: Pepper  
 First Name: Polly  
 Middle Initial:  
 Date of Birth: 10/09/2000  
 Gender: Female  
 Ethnicity: Not Hispanic White

However, Abbotsford has requested changes and is waiting for your acceptance - we suggest that you act on the changes below **first** before making your own changes to this student.

Please indicate your acceptance or rejection by clicking the appropriate button found next to the each line item below. If you disagree with a change, we encourage you to work it out with Abbotsford before rejecting it here.

Questions? Contact Mary Jo Cleaver at (608) 267-9101.

**Abbotsford has requested the following changes:**

Change Last Name to: **Salt**

Comments:

**OPAL**

[Logout](#)  
[Contact DPI](#)

**Mailbox**

[Mailbox](#)

**Students**

[Actively Open Enrolled](#)  
[All Students](#)  
[3rd Friday in Sept](#)  
[Special Education](#)  
[2nd Friday in Jan](#)  
[Virtual Schools](#)  
[Returning Students](#)

**Exceptions**

[All Exception Apps](#)  
[Approve or Deny Enrollment](#)  
[Counted by Res Data Entry](#)

**Applications**

[All Applications](#)  
[Approve or Deny Letters](#)  
[School Assignments](#)  
[Intent to Attend](#)  
[Data Entry](#)



<b>Mailbox</b>	<b>Students</b>	<b>Exceptions</b>	<b>Applications</b>	<b>Contacts</b>
<a href="#">Back to Students</a>	<a href="#">Student Summary</a>	<a href="#">Change Name, etc</a>	<a href="#">Change Enrollment</a>	<a href="#">Withdraw Student</a>
				<a href="#">Change Parents/Addr</a>
				<a href="#">Aid Calculati</a>

**Pepper, Polly**  
 10/09/2000

Resident District: Owen-Withee  
 Nonresident District: Abbotsford

First Open Enrolled: 2011-2012  
 (2013 / 337182)

Name, dob, gender and ethnicity data are listed here. If this data is incorrect or missing, please click on the EDIT button below the data and overtype the incorrect data with the correct values.

An email will be sent automatically to Abbotsford asking them to review your changes and accept them if they agree.

If they do not agree, you will receive an email informing you of the rejection, although we encourage districts to work out differences by phone beforehand.

Questions? Contact Mary Jo Cleaver at (608) 267-9101.

Last Name:	Salt
First Name:	Polly
Middle Initial:	
Date of Birth:	10/09/2000
Gender:	Female
Ethnicity:	Not Hispanic White
<input type="button" value="Edit"/>	

If accepted, change is made.

**OPAL**

[Logout](#)  
[Contact DPI](#)

**Mailbox**

[Mailbox](#)

**Students**

[Actively Open Enrolled](#)  
[All Students](#)  
[3rd Friday in Sept](#)  
[Special Education](#)  
[2nd Friday in Jan](#)  
[Virtual Schools](#)  
[Returning Students](#)

**Exceptions**

[All Exception Apps](#)  
[Approve or Deny Enrollment](#)  
[Counted by Res](#)  
[Data Entry](#)

**Applications**

[All Applications](#)  
[Approve or Deny Letters](#)  
[School Assignments](#)  
[Intent to Attend](#)  
[Data Entry](#)



Mailbox	Students	Exceptions	Applications	Contacts
<a href="#">Back to Students</a>	<a href="#">Student Summary</a>	<a href="#">Change Name, etc</a>	<a href="#">Change Enrollment</a>	<a href="#">Withdraw Student</a>
				<a href="#">Change Parents/Addr</a>
				<a href="#">Aid Calculati</a>

**Pepper, Polly**  
10/09/2000

Resident District: Owen-Withee  
Nonresident District: Abbotsford

First Open Enrolled: 2011-2012  
(2013 / 337182)

Name, dob, gender and ethnicity data are listed here. You may make changes to this data if it is missing or incorrect.

Last Name: Pepper  
First Name: Polly  
Middle Initial:  
Date of Birth: 10/09/2000  
Gender: Female  
Ethnicity: Not Hispanic White

However, Abbotsford has requested changes and is waiting for your acceptance - we suggest that you act on the changes below **first** before making your own changes to this student.

Please indicate your acceptance or rejection by clicking the appropriate button found next to the each line item below. If you disagree with a change, we encourage you to work it out with Abbotsford before rejecting it here.

Questions? Contact Mary Jo Cleaver at (608) 267-9101.

**Abbotsford has requested the following changes:**

Change Last Name to: **Salt**

Comments:

**OPAL**

[Logout](#)  
[Contact DPI](#)

**Mailbox**

[Mailbox](#)

**Students**

[Actively Open Enrolled](#)  
[All Students](#)  
[3rd Friday in Sept](#)  
[Special Education](#)  
[2nd Friday in Jan](#)  
[Virtual Schools](#)  
[Returning Students](#)

**Exceptions**

[All Exception Apps](#)  
[Approve or Deny Enrollment](#)  
[Counted by Res Data Entry](#)

**Applications**

[All Applications](#)  
[Approve or Deny Letters](#)  
[School Assignments](#)  
[Intent to Attend](#)  
[Data Entry](#)



**OPAL**

[Logout](#)  
[Contact DPI](#)

**Mailbox**

[Mailbox](#)

**Students**

[Actively Open Enrolled](#)  
[All Students](#)  
[3rd Friday in Sept](#)  
[Special Education](#)  
[2nd Friday in Jan](#)  
[Virtual Schools](#)  
[Returning Students](#)

**Exceptions**

[All Exception Apps](#)  
[Approve or Deny](#)  
[Enrollment](#)  
[Counted by Res](#)  
[Data Entry](#)

**Applications**

[All Applications](#)  
[Approve or Deny](#)  
[Letters](#)  
[School Assignments](#)  
[Intent to Attend](#)  
[Data Entry](#)

Mailbox	Students	Exceptions	Applications	Contacts
<a href="#">Back to Students</a>	<a href="#">Student Summary</a>	<a href="#">Change Name, etc</a>	<a href="#">Change Enrollment</a>	<a href="#">Withdraw Student</a>
				<a href="#">Change Parents/Addr</a>
				<a href="#">Aid Calculati</a>

<b>Pepper, Polly</b> 10/09/2000	Resident District: Owen-Withee Nonresident District: Abbotsford	First Open Enrolled: 2011-2012 (2013 / 337182)
------------------------------------	--	---

Name, dob, gender and ethnicity data are listed here. If this data is incorrect or missing, please click on the EDIT button below the data and overwrite the incorrect data with the correct values.

An email will be sent automatically to Abbotsford asking them to review your changes and accept them if they agree.

If they do not agree, you will receive an email informing you of the rejection, although we encourage districts to work out differences by phone beforehand.

Questions? Contact Mary Jo Cleaver at (608) 267-9107.

Last Name:	Pepper
First Name:	Polly
Middle Initial:	
Date of Birth:	10/09/2000
Gender:	Female
Ethnicity:	Not Hispanic White
<input type="button" value="Edit"/>	

If rejected, OPAL sends email. Nothing changes.

# Change Parents/Addr

Parent name(s)

Email

Phone: home, work, cell

Mailing Address – Address, City, State, Zip

Street Address – Address, City, State, Zip

Comments

Questions? Contact Mary Jo Cleaver at (608) 267-9101.

**Applications**

- [All Applications](#)
- [Approve or Deny Letters](#)
- [School Assignments](#)
- [Intent to Attend](#)
- [Data Entry](#)

**Contacts**

- [Open Enroll Contacts](#)

Parent Last Name:	<input type="text" value="Doe"/>
Parent First Name:	<input type="text" value="John"/>
Parent Middle Initial:	<input type="text"/>
Parent Last Name:	<input type="text"/>
Parent First Name:	<input type="text"/>
Parent Middle Initial:	<input type="text"/>
Parent Email:	<input type="text"/>
Home Phone:	<input type="text"/>
Work Phone:	<input type="text"/>
Cell Phone:	<input type="text"/>
Mailing Address:	<input type="text" value="1234 Cherry Tree Lane"/>
Mailing City:	<input type="text" value="Adams"/>
Mailing State:	<input type="text" value="WI"/>
Mailing Zip:	<input type="text" value="53901"/>
Street Address:	<input type="text" value="1234 Cherry Tree Lane"/>
Street City:	<input type="text" value="Adams"/>
Street State:	<input type="text" value="WI"/>
Street Zip:	<input type="text" value="53901"/>
Comments:	<input type="text"/>
	<input type="button" value="Delete"/> <input type="button" value="Save"/>

A horizontal bar at the top of the page, divided into a red section on the left and a blue section on the right. The text "Change Enrollment Tab" is written in white on the blue section.

# Change Enrollment Tab

# Change Enrollment Tab

---

- Grade
- Resident District (Current Year)
- Resident District Next Year
- SPED (Current Year)
- SPED Next Year
- In Virtual Charter School

# Change Enrollment Tab

- 3<sup>rd</sup> Friday: Yes No FTE
- 2<sup>nd</sup> Friday: Yes No FTE
- Date of Enrollment as Exception
- Days of Open Enrollment as Exception FTE
- Comments

district to review your changes and accept them if they agree.  
If they do not agree, you will receive an email informing you of the rejection, although we encourage districts to work out differences by phone beforehand.

Questions? Contact Mary Jo Cleaver at (608) 267-9101.

*\* Note: If the student moved to a different resident district after the 3rd Friday in September and is continuing open enrollment, please change the student's address on the [Change Parents/Address](#) tab **before** entering a new resident district for next year. Similarly, please act on any parent or address change requests before approving any change in resident district.*

Virtual Charter School: N  
**3rd Friday in September:**  
Open-Enrolled: Y  
FTE: 1  
**2nd Friday in January:**  
Open-Enrolled:  
FTE:  
**Next Year:**  
Future Resident District:  
**Exception Process:**  
Date of Enrollment as Exception:  
Days of OE as Exception:  
Exception FTE:

### Your changes awaiting acceptance:

Grade:	8th Grade	
Resident District:	Owen-Withee	
Resident District Next Year: <i>(Optional)</i>		
SPED:	<input type="radio"/> Yes <input checked="" type="radio"/> No	
SPED Next Year:	<input type="radio"/> Yes <input checked="" type="radio"/> No	
In Virtual Charter School:	<input type="radio"/> Yes <input checked="" type="radio"/> No	
OE on 3rd Friday in September:	<input checked="" type="radio"/> Yes <input type="radio"/> No	FTE: 1
OE on 2nd Friday in January:	<input type="radio"/> Yes <input type="radio"/> No	FTE:
Date of Enrollment as Exception:		
Days of Open Enrollment as Exception:		FTE:
Comments:		
	Delete Save	

If you:

- Change a grade, be sure to change FTE, if necessary.
- Change from OE to not OE (or vice versa), be sure to delete (or enter) the FTE.

**Students**  
[Actively Open Enrolled](#)  
[All Students](#)  
[3rd Friday in Sept](#)  
[Special Education](#)  
[2nd Friday in Jan](#)  
[Virtual Schools](#)  
[Returning Students](#)

**Exceptions**  
[All Exception Apps](#)  
[Approve or Deny Enrollment](#)  
[Counted by Res](#)  
[Data Entry](#)

**Applications**  
[All Applications](#)  
[Approve or Deny Letters](#)  
[School Assignments](#)  
[Intent to Attend](#)  
[Data Entry](#)

**Contacts**  
[Open Enroll Contacts](#)

district to review your changes and accept them if they agree.  
If they do not agree, you will receive an email informing you of the rejection, although we encourage districts to work out differences by phone beforehand.

Questions? Contact Mary Jo Cleaver at (608) 267-9101.

*\* Note: If the student moved to a different resident district after the 3rd Friday in September and is continuing open enrollment, please change the student's address on the [Change Parents/Address](#) tab **before** entering a new resident district for next year. Similarly, please act on any parent or address change requests before approving any change in resident district.*

Virtual Charter School: N  
**3rd Friday in September:**  
Open-Enrolled: Y  
FTE: 1  
**2nd Friday in January:**  
Open-Enrolled:  
FTE:  
**Next Year:**  
Future Resident District:  
**Exception Process:**  
Date of Enrollment as Exception:  
Days of OE as Exception:  
Exception FTE:

### Your changes awaiting acceptance:

Grade:	8th Grade	
Resident District:	Owen-Withee	
Resident District Next Year: <i>(Optional)</i>		
SPED:	<input type="radio"/> Yes <input checked="" type="radio"/> No	
SPED Next Year:	<input type="radio"/> Yes <input checked="" type="radio"/> No	
In Virtual Charter School:	<input type="radio"/> Yes <input checked="" type="radio"/> No	
OE on 3rd Friday in September:	<input checked="" type="radio"/> Yes <input type="radio"/> No	FTE: 1
OE on 2nd Friday in January:	<input type="radio"/> Yes <input type="radio"/> No	FTE:
Date of Enrollment as Exception:		
Days of Open Enrollment as Exception:		FTE:
Comments:		
	Delete Save	

Only DPI can change resident district for the current school year.

### Students

[Actively Open Enrolled All Students](#)  
[3rd Friday in Sept Special Education](#)  
[2nd Friday in Jan Virtual Schools](#)  
[Returning Students](#)

### Exceptions

[All Exception Apps Approve or Deny Enrollment Counted by Res Data Entry](#)

### Applications

[All Applications Approve or Deny Letters School Assignments Intent to Attend Data Entry](#)

### Contacts

[Open Enroll Contacts](#)

# Change of Resident District

- If a student who is OE on the 3<sup>rd</sup> Friday moves to a different resident district, the resident district is changed as follows:
  - ▣ Move before the 3<sup>rd</sup> Friday:
    - Resident district is changed for the current year.
  - ▣ Move after the 3<sup>rd</sup> Friday:
    - Resident district is changed for the following year.
  - ▣ The resident district on the 3<sup>rd</sup> Friday counts and pays for the student all year.
  
- (see “alternative application” procedures for student who is not OE on the 3<sup>rd</sup> Friday)

# Procedures for Resident District Changes



- For a move before 3<sup>rd</sup> Friday:
  - Must contact DPI via email for any resident district change that will be effective in the current school year.

# Procedures for Resident District Changes

- For a move after the 3<sup>rd</sup> Friday:
  1. Either the nonresident or “old” resident district enters the student’s new address in the Change Parents/Addr tab.
  2. That same district enters the name of the “new” resident district for the next school year under the Change Enrollment tab.

# Procedures for Resident District Changes

3. The “opposite district” approves the proposed changes in the following order:
  - Address change
  - Resident district change
  
4. An email will be sent to the “new” resident district, notifying the district that it will be the student’s resident district in the next school year.

# Do Not Change Resident District...

- If the student moves into the nonresident school district.
- Either:
  - Report the student as not OE (if student moved into nonresident district prior to 3<sup>rd</sup> Friday in September)
    - or
  - Withdraw the student (if student moved into nonresident district after the 3<sup>rd</sup> Friday in September)

# Resident District Changes for 8<sup>th</sup> Graders OE Out of K8 Districts

- If:
  - An 8<sup>th</sup> grader who is a resident of a K8 district,
  - Is open enrolled out of the K8 district,
  - To a K12 district,
- Then:
  - The student's resident district for the next year must be changed to the UHS district.
  - The K8 district should initiate this change at the end of the school year or during the summer.

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[Logout](#)  
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**Mailbox**

[Mailbox](#)

**Students**

[Actively Open Enrolled](#)  
[All Students](#)  
[3rd Friday in Sept](#)  
[Special Education](#)  
[2nd Friday in Jan](#)  
[Virtual Schools](#)  
[Returning Seniors](#)

**Exceptions**

[All Exception Apps](#)  
[Approve or Deny](#)  
[Enrollment](#)  
[Counted by Res](#)  
[Data Entry](#)

**Applications**

[All Applications](#)  
[Approve or Deny](#)  
[Letters](#)  
[School Assignments](#)  
[Intent to Attend](#)  
[Data Entry](#)

**Contacts**

[Open Enroll Contacts](#)

The current data for parent names, addresses, and phones are listed here. You have previously entered changes and they are shown below and are awaiting acceptance from Owen-Withee.

You can still make changes to the data by entering them below. However, if these changes are no longer needed, you can delete the request by using the DELETE button found at the bottom of the page.

Once Owen-Withee accepts your changes, the database will be automatically updated.

Questions? Contact Mary Jo Cleaver at (608) 267-9101.

Parent: Franklin, Benjamin

Parent: ,

**Contacts:**

[benjaminfranklin@continentalcongress.gov](mailto:benjaminfranklin@continentalcongress.gov)  
(555) 555-5555 Home

Work

Cell

**Mailing Address:**

123 Main Street  
Owen, WI 54460

**Street Address:**

123 Main Street  
Owen, WI 54460

**Your changes awaiting acceptance:**

Parent Last Name:	Franklin
Parent First Name:	Benjamin
Parent Middle Initial:	
Parent Last Name:	
Parent First Name:	
Parent Middle Initial:	
Parent Email:	<a href="mailto:benjaminfranklin@continentalcongress.gov">benjaminfranklin@continentalcongress.gov</a>
Home Phone:	(444) 444-4444
Work Phone:	
Cell Phone:	
Mailing Address:	700 First Ave
Mailing City:	Colby
Mailing State:	WI
Mailing Zip:	54421
Street Address:	700 First Ave
Street City:	Colby



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**Mailbox**  
[Mailbox](#)

**Students**  
[Actively Open Enrolled](#)  
[All Students](#)  
[3rd Friday in Sept](#)  
[Special Education](#)  
[2nd Friday in Jan](#)  
[Virtual Schools](#)  
[Returning Seniors](#)

**Exceptions**  
[All Exception Apps](#)  
[Approve or Deny Enrollment](#)  
[Counted by Res Data Entry](#)

**Applications**  
[All Applications](#)  
[Approve or Deny Letters](#)  
[School Assignments](#)  
[Intent to Attend](#)  
[Data Entry](#)

**Contacts**  
[Open Enroll Contacts](#)

<b>Mailbox</b>	<b>Students</b>	<b>Exceptions</b>	<b>Applications</b>	<b>Contacts</b>	
<a href="#">Back to Students</a>	<a href="#">Student Summary</a>	<a href="#">Change Name, etc</a>	<a href="#">Change Enrollment</a>	<a href="#">Withdraw Student</a>	<a href="#">Change Parents/Addr</a> <a href="#">Aid Calculat</a>

**Franklin, Benjamin**   Resident District: Owen-Withee   First Open Enrolled: 2011-2012  
 09/01/2000   Nonresident District: Abbotsford   (2012 / 337221)

Data that are year-dependent are listed here. You have previously entered changes and they are shown below and are awaiting acceptance from Owen-Withee.

You can still make changes to the data by entering them below. However, if these changes are no longer needed, you can delete the request by using the DELETE button found at the bottom of the page.

Once Owen-Withee accepts your changes, the database will be automatically updated.

Questions? Contact Mary Jo Cleaver at (608) 267-9101.

*\* Note: If the student moved to a different resident district after the 3rd Friday in September and is continuing open enrollment, please change the student's address on the [Change Parents/Addr](#) tab **before** entering a new resident district for next year. Similarly, please act on any parent or address change requests before acting on resident district changes.*

Grade:	07
Resident District:	Owen-Withee
SPED:	N
SPED Next Year:	N
Virtual Charter School:	
<b>3rd Friday in September:</b>	
Open-Enrolled:	
FTE:	
<b>2nd Friday in January:</b>	
Open-Enrolled:	
FTE:	
<b>Next Year:</b>	
Future Resident District:	
<b>Exception Process:</b>	
Date of Enrollment as Exception:	4/30/2012
Days of OE as Exception:	40
Exception FTE:	1

**Your changes awaiting acceptance:**

Grade:	7th Grade
Resident District:	Owen-Withee
Resident District Next Year: <i>(Optional)</i>	Colby
SPED:	<input type="radio"/> Yes <input checked="" type="radio"/> No
SPED Next Year:	<input type="radio"/> Yes <input checked="" type="radio"/> No
In Virtual Charter School:	<input type="radio"/> Yes <input type="radio"/> No
OE on 3rd Friday in September:	<input type="radio"/> Yes <input type="radio"/> No
FTE:	

Mailbox	Students	Exceptions	Applications	Contacts		
<a href="#">Back to Students</a>	<a href="#">Student Summary</a>	<a href="#">Change Name, etc</a>	<a href="#">Change Enrollment</a>	<a href="#">Withdraw Student</a>	<a href="#">Change Parents/Addr</a>	<a href="#">Aid Calculati</a>

### Current Student Data, School Year 2011-2012

Student Name:	<b>Benjamin Franklin</b>	Parent/Guardian:	Benjamin Franklin
DOB / Gender:	09/01/2000, Male	Mailing Address:	123 Main Street Owen, WI 54460
Age on 9/1/2011:	11 years old	Street Address:	123 Main Street Owen, WI 54460
Grade for 2011-2012:	07	Phone:	(555) 555-5555 (home)
Ethnicity:	Not Hispanic White	Email:	benjaminfranklin@continentalcongress.gov
Special Needs:			

Resident School District: Owen-Withee

First Open Enrolled: 2011-2012

Enrolled as an Exception on 4/30/2012  
Days enrolled 40; FTE 1.0

Nonresident School District: Abbotsford

Was NOT counted by the resident district (Owen-Withee) on the 3rd Friday in September

Is open-enrolled to Abbotsford, FTE of 1.0

**Abbotsford is waiting for you to act on:**

- [Enrollment tab](#)
- [Parents tab](#)

**Approve the parent's tab first.**

*Click on the above links to see the pending changes*

*Please act on any Parents tab changes (if listed above) before any others.*



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[Logout](#)  
[Contact DPI](#)

#### Mailbox

[Mailbox](#)

#### Students

[Actively Open Enrolled](#)  
[All Students](#)  
[3rd Friday in Sept](#)  
[Special Education](#)  
[2nd Friday in Jan](#)  
[Virtual Schools](#)  
[Returning Seniors](#)

#### Exceptions

[All Exception Apps](#)  
[Approve or Deny Enrollment](#)  
[Counted by Res Data Entry](#)

#### Applications

[All Applications](#)  
[Approve or Deny Letters](#)  
[School Assignments](#)  
[Intent to Attend](#)  
[Data Entry](#)

Message Insert Options Format Text Developer

To... OpenEnrollment@dpi.wi.gov;

Cc...

Subject: OPAL Resident District Change Approved for 2012-13 School Year

**Sent:** Tuesday, June 12, 2012 12:50 PM**To:** tsmith@colby.k12.wi.us**Subject:** OPAL Resident District Change Approved for 2012-13 School Year

To: Tom Smith, Colby

The following student moved to a new resident school district after the 3rd Friday in September in the 2011-12 school year and is continuing open enrollment.

Nonresident School District: Abbotsford

Old Resident School District (for the remainder of the 2011-12 school year): Owen-Withee

New Resident School District (for the 2012-13 school year): Colby

Name of Student: Franklin, Benjamin

Date of Birth: 09/01/2000

Grade: 07

Special Education: No

Parent Name(s): Franklin, Benjamin

.

Street Address: 700 First Ave  
Colby, WI 54421Mailing Address: 700 First Ave  
Colby, WI 54421*(Note: these are the addresses currently reported in OPAL)*



<b>Mailbox</b>	<b>Students</b>	<b>Exceptions</b>	<b>Applications</b>	<b>Contacts</b>	<b>Aid</b>
<a href="#">Back to Students</a>	<a href="#">Student Summary</a>	<a href="#">Change Name, etc</a>	<a href="#">Change Enrollment</a>	<a href="#">Withdraw Student</a>	<a href="#">Change Parents/Addr</a>

**Contrary, Mary Q** Resident District: Colby First Open Enrolled: 2005-2006  
 Nonresident District: Abbotsford (2013 / 114229)

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[Logout](#)  
[Contact DPI](#)

**Mailbox**

[Mailbox](#)

**Students**

[Actively Open Enrolled](#)  
[All Students](#)  
[3rd Friday in Sept](#)  
[Special Education](#)  
[2nd Friday in Jan](#)  
[Virtual Schools](#)  
[Returning Students](#)

**Exceptions**

[All Exception Apps](#)  
[Approve or Deny Enrollment](#)  
[Counted by Res Data Entry](#)

**Applications**

[All Applications](#)  
[Approve or Deny Letters](#)  
[School Assignments](#)  
[Intent to Attend](#)  
[Data Entry](#)

**Contacts**

[Open Enroll Contacts](#)

Data that are year-dependent are listed here. If this data is incorrect or missing, please click on the EDIT button below the data and overtype the incorrect data with the correct values.

An email will be sent automatically to Colby asking them to review your changes and accept them if they agree.

If they do not agree, you will receive an email informing you of the rejection, although we encourage districts to work out differences by phone beforehand.

Questions? Contact Mary Jo Cleaver at (608) 267-9101.

**Some fields have been locked. Call Mary Jo if you need to make a change to any fields that you are unable to edit.**

*\* Note: If the student moved to a different resident district after the 3rd Friday in September and is continuing open enrollment, please change the student's address on the [Change Parents/Addr](#) tab **before** entering a new resident district for next year. Similarly, please act on any parent or address change requests before approving any change in resident district.*

Grade:	06
Resident District:	Colby
SPED:	Y
SPED Next Year:	Y
Virtual Charter School:	N
<b>3rd Friday in September:</b>	
Open-Enrolled:	Y
FTE:	1
<b>2nd Friday in January:</b>	
Open-Enrolled:	
FTE:	
<b>Next Year:</b>	
Future Resident District:	
<b>Exception Process:</b>	
Date of Enrollment as Exception:	
Days of OE as Exception:	
Exception FTE:	

**Your changes awaiting acceptance:**

Grade:	6th Grade	
Resident District:	Colby	
Resident District Next Year: (Optional)		
SPED:	<input checked="" type="radio"/> Yes <input type="radio"/> No	
SPED Next Year:	<input checked="" type="radio"/> Yes <input type="radio"/> No	
In Virtual Charter School:	<input type="radio"/> Yes <input checked="" type="radio"/> No	

**Change resident district for next year only if student moved after the 3<sup>rd</sup> Friday in September.**

# SPED Status

- Student is either SPED or not SPED for the entire school year.
- When a student changes from NON-SPED to SPED (or vice versa) during a school year, the student must be reported as either NON-SPED or SPED for the entire school year (referred to as the transition year).

# SPED Status

- If student's SPED status changes, districts need to decide how to report student in transition year:
  - If there are no additional costs, it is recommended to report student as not SPED for the transition year.
  - If there are additional costs, it is recommended to report the student as SPED for the transition year.

# SPED Status

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- On the Change Enrollment page, the district may enter the student's SPED status for the following school year. When OPAL rolls over for that school year, the student's special education status will be updated.



<b>Mailbox</b>	<b>Students</b>	<b>Exceptions</b>	<b>Applications</b>	<b>Contacts</b>	<b>Aid</b>
<a href="#">Back to Students</a>	<a href="#">Student Summary</a>	<a href="#">Change Name, etc</a>	<a href="#">Change Enrollment</a>	<a href="#">Withdraw Student</a>	<a href="#">Change Parents/Addr</a>

**Contrary, Mary Q** Resident District: Colby First Open Enrolled: 2005-2006  
 Nonresident District: Abbotsford (2013 / 114229)

**OPAL**

[Logout](#)  
[Contact DPI](#)

**Mailbox**

[Mailbox](#)

**Students**

[Actively Open Enrolled](#)  
[All Students](#)  
[3rd Friday in Sept](#)  
[Special Education](#)  
[2nd Friday in Jan](#)  
[Virtual Schools](#)  
[Returning Students](#)

**Exceptions**

[All Exception Apps](#)  
[Approve or Deny Enrollment](#)  
[Counted by Res Data Entry](#)

**Applications**

[All Applications](#)  
[Approve or Deny Letters](#)  
[School Assignments](#)  
[Intent to Attend](#)  
[Data Entry](#)

**Contacts**

[Open Enroll Contacts](#)

Data that are year-dependent are listed here. If this data is incorrect or missing, please click on the EDIT button below the data and overtype the incorrect data with the correct values.

An email will be sent automatically to Colby asking them to review your changes and accept them if they agree.

If they do not agree, you will receive an email informing you of the rejection, although we encourage districts to work out differences by phone beforehand.

Questions? Contact Mary Jo Cleaver at (608) 267-9101.

**Some fields have been locked. Call Mary Jo if you need to make a change to any fields that you are unable to edit.**

*\* Note: If the student moved to a different resident district after the 3rd Friday in September and is continuing open enrollment, please change the student's address on the [Change Parents/Addr](#) tab **before** entering a new resident district for next year. Similarly, please act on any parent or address change requests before approving any change in resident district.*

Grade:	06
Resident District:	Colby
SPED:	Y
SPED Next Year:	Y
Virtual Charter School:	N
<b>3rd Friday in September:</b>	
Open-Enrolled:	Y
FTE:	1
<b>2nd Friday in January:</b>	
Open-Enrolled:	
FTE:	
<b>Next Year:</b>	
Future Resident District:	
<b>Exception Process:</b>	
Date of Enrollment as Exception:	
Days of OE as Exception:	
Exception FTE:	

**Your changes awaiting acceptance:**

Grade:	6th Grade	
Resident District:	Colby	
Resident District Next Year: <i>(Optional)</i>		
SPED:	<input checked="" type="radio"/> Yes <input type="radio"/> No	
SPED Next Year:	<input checked="" type="radio"/> Yes <input type="radio"/> No	
In Virtual Charter School:	<input type="radio"/> Yes <input checked="" type="radio"/> No	

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# Withdraw Student

# Withdraw Student - Current Year

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- Date of Withdrawal
- Days of Open Enrollment
- Reason for Withdrawal
- Other Explanation

# Withdraw Student

- ❑ Only use if the student was OE on the 3<sup>rd</sup> Friday in September and withdrew after the 3<sup>rd</sup> Friday in September, or
- ❑ If an alternative app student began attending after the 3<sup>rd</sup> Friday in September and then withdrew.
- ❑ If a student was not OE during the school year, do not withdraw the student. Indicate NOT OE.



Back to Students	Student Summary	Change Name, etc	Change Enrollment	Withdraw Student	Parents/Addr	Aid Calculation
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**Pepper, Polly**      Resident District: Owen-Withee      First Open Enrolled: 2011-2012  
**10/09/2000**      Nonresident District: Abbotsford      (2013 / 337182)

[Logout](#)  
[Contact DPI](#)

**Mailbox**  
[Mailbox](#)

**Students**  
[Actively Open Enrolled Students](#)  
[Closed Friday in Sept Special Education](#)  
[Closed Friday in Jan Actual Schools](#)  
[Returning Students](#)

**Exceptions**  
[Exception Apps](#)  
[Approve or Deny Enrollment](#)  
[Accounted by Res Data Entry](#)

**Applications**  
[Applications](#)  
[Approve or Deny Letters](#)  
[School Assignments](#)  
[Want to Attend Data Entry](#)

**Contacts**  
[Open Enroll Contacts](#)

Data related to withdrawals are listed here. If this data is incorrect or missing, please click on the EDIT button below the data and overwrite the incorrect data with the correct values.

An email will be sent automatically to Owen-Withee asking them to review your changes and accept them if they agree.

If they do not agree, you will receive an email informing you of the rejection, although we encourage districts to work out differences by phone beforehand.

Questions? Contact Mary Jo Cleaver at (608) 267-9101.

**Withdrawing a student for the 2013-2014 school year (next year) is not currently available. Call Mary Jo if you need to withdraw this student next year. Click the Edit button to enter a request for withdrawal for the current school year of 2012-2013.**

**Your changes awaiting acceptance:**

For Current School Year of 2012-2013:

**Date of Withdrawal:**  
**Days of Open Enrollment:**  
**Reason for Withdrawal:**  
 Other Explanation:

For Next School Year of 2013-2014:

**Withdraw Next Year:**  
**Reason for Withdrawal Next Year:**  
 Other Explanation:

<b>For Current School Year of 2012-2013:</b>	
Date of Withdrawal:	<input type="text"/>
Days of Open Enrollment:	<input type="text"/>
Reason for Withdrawal:	<input type="text"/>
Other Explanation:	<input type="text"/>
<b>For Next School Year of 2013-2014:</b>	
Withdraw Next Year:	<input type="text"/>
Reason for Withdrawing Next Year:	<input type="text"/>
Other Explanation:	<input type="text"/>

- Moved to nonresident district
- Returned to school in resident district
- Moved to other district and attended school there
- Enrolled in other public, private or home program
- Withdrew from nonresident district
- Expelled
- Moved out of state
- Other
- VCS: OE terminated due to failure to participate
- NON-VCS: OE terminated due to habitual truancy

# Summer Withdrawals

- During the summer, you may withdraw students who will not continue OE in the following school year:
  - Withdraw Next Year                      Yes    No
  - Reason for Withdrawing Next Year
  - Other Explanation
  - Comments

# Summer Withdrawals

- If the student withdrew after the last day of school but before the rollover date (August 1<sup>st</sup>), enter the withdrawal information under “For Next School Year”.
- Any students withdrawn prior to the OPAL rollover will not be rolled over and will not be on the 3<sup>rd</sup> Friday in September list.

# Summer Withdrawals

- If the student withdrew after the rollover date (August 1<sup>st</sup>) and on or before the 3<sup>rd</sup> Friday Count date, enter the student as not OE on the 3<sup>rd</sup> Friday list.
- It is not necessary to withdraw graduating seniors. They will be dropped automatically from the All Students list as part of the rollover. This also applies to 8<sup>th</sup> graders in K-8 districts.

[Students](#)  
[tively Open Enrolled Students](#)  
[d Friday in Sept](#)  
[Special Education](#)  
[d Friday in Jan](#)  
[rtual Schools](#)  
[turning Students](#)

**Exceptions**  
[Exception Apps](#)  
[rove or Deny](#)  
[rollment](#)  
[ounted by Res](#)  
[ata Entry](#)

**Applications**  
[Applications](#)  
[rove or Deny](#)  
[tters](#)  
[hool Assignments](#)  
[tent to Attend](#)  
[ata Entry](#)

**Contacts**  
[pen Enroll Contacts](#)

If they do not agree, you will receive an email informing you of the rejection, although we encourage districts to work out differences by phone beforehand.

Questions? Contact Mary Jo Cleaver at (608) 267-9101.

**Withdrawing a student for the 2013-2014 school year (next year) is not currently available. Call Mary Jo if you need to withdraw this student next year. Click the Edit button to enter a request for withdrawal for the current school year of 2012-2013.**

For Next School Year of 2013-2014:

**Withdraw Next Year:**

**Reason for Withdrawal Next Year:**

Other Explanation:

**Your changes awaiting acceptance:**

<b>For Current School Year of 2012-2013:</b>	
Date of Withdrawal:	<input type="text"/>
Days of Open Enrollment:	<input type="text"/>
Reason for Withdrawal:	<input type="text" value=""/>
Other Explanation:	<input type="text"/>
<b>For Next School Year of 2013-2014:</b>	
Withdraw Next Year:	<input type="radio"/> Yes <input type="radio"/> No
Reason for Withdrawing Next Year:	<input type="text" value=""/>
Other Explanation:	<input type="text"/>
Comments:	<input type="text"/>
<input type="button" value="Delete"/> <input type="button" value="Save"/>	



# Truancy/Failure to Participate

- If a student's OE was terminated due to habitual truancy (traditional schools) or failure to participate (virtual charter schools):
- The date of withdrawal is the last day the student was present for attendance.

A horizontal bar at the top of the slide, divided into a red section on the left and a blue section on the right.

# Aid Calculation

# Aid Calculation Tab

- Shows the aid factors and calculation for each individual student.
  
- It includes the following:
  - Final aid amount
  - Revenue limit exemption
    - For exception student not counted by the resident district on the 3<sup>rd</sup> Friday Count
  - The current OE basic and daily rate for 1.0 FTE

# Aid Calculation

- Also includes:
  - ▣ Aid factors:
    - SPED or NON SPED
    - 3<sup>rd</sup> Friday status – open enrolled or not open enrolled
    - In Resident Membership – yes or no
    - Exception data
      - Enrollment date
      - Number of days enrolled as an exception
      - FTE
    - Withdrawn or not withdrawn

# Aid Calculation

- ▣ The actual aid calculation, as follows:
  - Full school year calculation
    - Basic aid amount \* 3<sup>rd</sup> Friday in September FTE
  - Withdrawal calculation
    - Daily rate \* # days open enrolled \* 3<sup>rd</sup> Friday in Sept. FTE
  - Exception calculation
    - Daily rate \* #days open enrolled \* exception FTE

# Aid Calculation

- There are two ways to access the Aid Calculation page
  - On the Actively Open Enrolled page, click on the aid amount (in the last column).
  - From the Student Summary page, click on Aid Calculation
    - To get to the Student Summary page, click on the student's name on either the All Students page or the Actively Open Enrolled page.



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Logout  
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Mailbox  
Mailbox

Students  
Actively Open Enrolled  
Students  
3rd Friday in Sept  
Special Education  
3rd Friday in Jan  
Virtual Schools  
Turning Seniors

Exceptions  
Exception Apps  
Approve or Deny  
Enrollment  
Submitted by Res  
Data Entry

Applications  
Applications  
Approve or Deny  
Letters  
School Assignments  
Want to Attend  
Data Entry

Contacts  
Open Enroll Contacts

<b>Mailbox</b>	<b>Students</b>	<b>Exceptions</b>	<b>Applications</b>	<b>Contacts</b>	<b>Aid Calculation</b>
Back to Students	Student Summary	Change Name, etc	Change Enrollment	Withdraw Student	Change Parents/Address

### Aid Calculation, School Year 2011-2012

Student Name: **Benjamin Franklin**      Resident School District: Owen-Withee  
 Nonresident School District: Abbotsford  
 DOB / Gender: 09/01/2000, Male  
 Age on 9/1/2011: 11 years old  
 Grade for 2011-2012: 07

**Final Aid Amount: \$1,526**  
 Revenue Limit Exemption: \$1,526

### Factors

SPED Status	3rd Friday in September Status	Exception Data	Withdrawal Data
Not SPED	Not open enrolled In Resident Membership: No	Enrollment Date: 4/30/2012 Maximum Number of Days: 40 days FTE: 1.0	Not withdrawn

### Current Rates

Estimate or Final: Final

	<b>1.0 FTE</b>
Basic Rate:	\$6,867/year
Daily Rate:	\$38.15/day

### Calculation

The student was not open enrolled on the 3rd Friday in September, enrolled as an exception, attended for the remainder of the school year; prorated aid is \$1,526.

The resident district did not count the student on the 3rd Friday in September and is eligible for a revenue limit exemption in the amount of the aid payment.

Aid is calculated as (daily rate) \* (number of days as stated when enrolled as exception) \* (FTE as stated when enrolled as exception), or

**$\$38.15/\text{day} * 40 \text{ days} * 1.0 \text{ FTE} = \$1,526$**

A horizontal bar at the top of the page, divided into a red section on the left and a blue section on the right.

# Assistance

## General Contact Information:

Email: [openenrollment@dpi.wi.gov](mailto:openenrollment@dpi.wi.gov)

Phone: 888-245-2732

Open Enrollment Website: [http://sms.dpi.wi.gov/sms\\_psctoc](http://sms.dpi.wi.gov/sms_psctoc)

## DPI Open Enrollment Staff

Mary Jo Cleaver, Open Enrollment Consultant

608-267-9101

[maryjo.cleaver@dpi.wi.gov](mailto:maryjo.cleaver@dpi.wi.gov)

Jennifer Danfield, Open Enrollment Consultant

608-264-6707

[jennifer.danfield@dpi.wi.gov](mailto:jennifer.danfield@dpi.wi.gov)

Kari Gensler Santistevan, Open Enrollment Education Specialist

608-267-9196

[kari.genslersantistevan@dpi.wi.gov](mailto:kari.genslersantistevan@dpi.wi.gov)

Tricia Collins, Director, School Management Services

608-266-7475

[tricia.collins@dpi.wi.gov](mailto:tricia.collins@dpi.wi.gov)